International Student and Scholar Services (ISSS) coordinates and oversees all services delivered to international students and scholars. ISSS is responsible for providing immigration and non-immigration related advising for all international students as well as preparing and maintaining appropriate documents and immigration records. Graduate Assistants provide a critical support role in offering these programs and services. ISSS is in the process of hiring one new GA.

**Graduate Assistant Job Description**

**Job Requirements/Qualifications:**
- Interest in working with international students and scholars
- Ability to interact with individuals from different cultural backgrounds
- Self-motivated and able to work independently
- Strong customer-service skills
- A team player interested in collaboration with others to reach departmental goals
- Good communication skills, both written and oral
- Technical proficiency with MS Office and the ability to quickly learn and utilize software relevant to educational technology applications
- Excellent organizational skills, including attention to detail and accuracy
- Ability to work closely with faculty and staff in a professional manner
- Familiarity with UTK, the Knoxville community and local resources

**The following qualifications are preferred but not required:**
- Experience living, studying, volunteering or working abroad.
- Proficiency in a language other than English
- Knowledge of HTML/Word Press, video editing and ability to utilize social media to enhance ISSS programs and services.

**Responsibilities and Tasks:**
- Read and respond to email queries from international students and scholars.
- Send out E-blasts as directed by ISSS staff.
- Update international student and scholar email lists to keep current.
- Provide support to ISSS staff and advisors during international student orientations.
- Update web site, online seminars, forms, and ISSS recordkeeping as directed.
- Assist with international scholar check-ins.
- Complete special projects as assigned by ISSS staff.

**Salary/Benefits:**
- Tuition Waiver (9 hours each semester including summer)
- Monthly stipend of $1275 per month
- Health Insurance

**Work Hours and Length of Appointment:** The position is 20 hours per week for 1 semester beginning in June 2021 with the possibility of extending for additional semesters.