Position Descriptions & Application
For
International Special Programs

International Program Assistants (IPA)
And ISP Dorm Housewares Coordinator(s)

Summary of Responsibilities and Duties
As a representative of Portland State University, International Program Assistants (IPAs) work with diverse groups of international students, faculty, visitors, adult participants and professionals who are participating in short-term custom designed programs coordinated by the International Special Programs within PSU’s Office of International Affairs. The primary role of IPAs is to facilitate the transition of program participants to the PSU campus, Portland city, to American family life and to American culture in general. Specifically, IPAs introduce program participants to the academic, cultural, social, and physical environment at Portland State University. Housewares Coordinator positions are also available for those programs with stays in PSU dormitories, these employees are often also a Program Assistant for these and other programs as well.

This position reports to: Program Managers: Jeff Baffaro, Masumi Lint, Paul Braun
International Special Programs – www.pdx.edu/intl-special-programs
Office of International Affairs
East Hall, Room 225

General Responsibilities and Duties for Program Assistants
Assist with planning and coordination of program activities, such as field trips, local site visits, cultural/recreational events, picnics, etc.

- Independently facilitate on-site logistics on assigned excursions/field trips to run the program smoothly.
- Ensuring the safety of participants during excursions and activities by making sure students and other staff are following program rules and those of excursion hosts or other involved parties.
- Lead campus tours, downtown tours, departmental tours and orientation/information sessions to groups of students during the program.
- Disseminate information changes to daily schedules or other program details in addition to a variety of topics (resources, program policies and rules, directions, program schedule events, cultural information, safety/emergency procedures information, etc.) to visiting international students during the program.
- Model responsible and courteous behavior for your students at all times. This includes dressing appropriately and maintaining a professional appearance and attitude. Remember, Program Assistants are representing PSU through this position.
- Initiate and develop open communication with students during the program, interacting primarily with the participants and encouraging the participants and other staff to interact whenever possible.
- Speak English as much as possible when with program participants, regardless of other shared languages.
• Collaborate with program administrators and staff, teaching faculty, colleagues in housing, assistant coordinators, and other IPAs in order to facilitate the success of all components of the students’ program.
• Assist with program related projects that may include: preparing program materials; assisting classroom teachers as requested; general office work (data entry, creating student rosters, developing an activities newsletter, preparing orientation packets, etc.)
• If able to, drive a 12-passenger van or an 8-passenger van as necessary.
• If able to speak Chinese or Japanese fluently, may be asked to interpret at times.
• Participate in the continual evaluation process of the program and the students’ progress and participation in the program.
• Other duties as assigned by the Program Manager and/or Coordinator of the specific program. Our programs can be quite different depending on the type of participant, the variety of responsibilities and activities is a highlight of the position.

**ISP Dorm Housewares Coordinator Responsibilities & Qualifications**

- Responsible for ISP storage room key and housewares inventory, including buying new housewares.
- Ability to be a liaison with PSU Summer Conference Housing staff.
- Responsible for coordinating set-up, removal, and temporary storage of small appliances and housewares in participants’ rooms, with the assistance of each program’s IPA’s.
- Must be able to lift 30 pounds; and be willing to engage in physical work of moving small appliances and housewares.
- Responsible for informing program assistants for each program group regarding cleaning and check-out procedures, and schedule for removal of housewares.
- Be available from early July through mid-September

**Student Characteristics**

International Program Assistants and Dorm Housewares Coordinators who work in the PSU International Special Programs Office shall possess or have the capacity to develop the following characteristics:

- Time-management skills
- Ability to be a positive role model
- Ability to work as a productive team member
- Dedication to goals of the ISP office
- Appreciation for different cultures
- Pride in Portland State University/Portland
- Leadership and independence
- Sense of responsibility
- Positive attitude
- Flexibility
- Initiative
- Effective communication skills
- Ability to accept direction and positive criticism from supervisors

**Qualifications**

To apply for the job and be considered a candidate for an *International Program Assistant* position or *ISP Dorm Housewares Coordinator*, applicants at the time of application AND throughout the duration of your involvement with the program should have the following qualifications:

1) Have a sincere interest in working with international students and international guests of PSU
2) Be familiar with the PSU campus, university resources, and points of interest/resources in downtown Portland and surrounding areas.
3) Have completed at least one year of college by the end of spring 2015.
4) Having knowledge of a second language (preferably Mandarin Chinese, Korean, or Japanese) is helpful but not necessary.
5) Preferably have study or travel abroad experience or plan to participate in a PSU study abroad program.
6) **Preferably** hold a valid driver’s license, have 3+ years of driving experience, have a clean & safe driving record, and be able to drive (or willing to learn to drive) a 12-passenger or 8-passenger van.

7) Participate in all assigned program activities and associated trainings as outlined below and in the specific program calendars.

### Desirable Experience and Qualifications

**For Intl Program Assistant Positions:**
- Previous work in an office/campus setting
- Experience with customer service
- Experience working as a team member
- Available 12pm(noon) – 5pm, M-F, all day at times and occasional evenings/weekends.

**For Dorm Housewares Coordinator Position(s):**
- Experience working as a team member
- Availability as needed some weekends and evenings
- Helpful to be a driver with a current license and be able to lift 30 pounds
- Knowledge of Ondine/Broadway Hall/Summer Conference housing policies, procedures, personnel and resources.

### Training

All staff must satisfactorily complete a mandatory unpaid 2-day training program before being assigned to a specific program. This training is tentatively scheduled for Thursday, June 18th and Friday, June 19th, from 9am-5pm and 9am-1pm respectively.

### Summer Program Commitments

International Program Assistants and will be assigned to work in 1, 2, or 3 programs throughout the summer. See the attached page at the end of this document for a list of expected programs. Programs typically last between 1-4 weeks. For each program, IPA’s will typically work 20-30 hours per week.

**Program Assistant WORK HOURS** vary according to each program, as well as vary from day to day. Typically IPA work hours are from 12/1:00pm to 5:00pm, Monday-Friday. Some days work hours may be shorter or longer. Several programs will also require evening and weekend work. At the beginning of some programs, IPA’s will be required to help with early morning bussing duties for 2-3 days. Program beginnings and endings are usually more work intensive.

**In addition** to working specifically scheduled hours as outlined by each program, International Program Assistants are required to participate in paid pre-program meetings.

### Compensation/Hourly Pay

Payment is available to US residents or international students with proper US work authorization. Payment will be based on the following compensation scale:

- $9.25 per hour for new IPAs
- $9.50 per hour for 2nd year IPAs
- $9.75 per hour for 3rd year IPAs
- Drivers and language leaders receive 25¢ more per hour
Additional Benefits:

- Lunch will be provided during both days of the staff training.
- Occasional staff meals will be provided when the program group engages in a group meal.
- Staff will receive free admission to events/activities when the program group receives the same.

Application Submission Procedures

Completed applications must be submitted by 5:00 p.m., Monday, May 4th. Please fill out your application by clicking here for both new and returning applicants. If you have questions about the positions or application process, please e-mail us at isp.info@pdx.edu

Complete application consists of:
1. Online Application form
2. Resume (to be submitted to isp.info@pdx.edu)