Graduate Assistant  
Office of International Student and Scholar Services  
International Student Life  

Position summary  
The Office of International Student and Scholar Services (OISSS) provides immigration and cultural adjustment advising to the more than 2500 international students, scholars and faculty who attend, conduct research and teach at Portland State University. The International Student Life Team is a branch of OISSS and coordinates International Student Orientation and the International Student Mentor Program, manages the International Cultural Service Program and other international student scholarships, and partners with other departments across campus to assist international students with their adjustment to PSU and Portland. The graduate assistant will provide support to the Student Life team.

Primary duties:  
Assist the International Student Mentor Program in the following ways:  
- Help coordinate the ISMP assessment plan and update the current assessment tools as needed;  
- Create additional assessment tools to evaluate learning outcomes for on-going ISMP training and programming, as well as compile the findings into a final overview of the program in the Spring;  
- Outreach to the mentor team, which includes keeping track of mentor/mentee communications and follow-up as needed with resource suggestions and/or additional online support;  
- Work with ISMP Director to set the ISMP training agendas and may facilitate as a part of professional development goals.

Assist the International Student Life Team in the following ways:  
- Help with front office support which may include greeting and making appropriate referrals for students, scholars, faculty, and departmental guests, whether in person, by phone, or email;  
- Work on newsletters and website updates and management including updating our online ADA accessibility needs;  
- Work with the ISL team to plan and coordinate ongoing cultural adjustment workshops in East Hall;  
- Assist with planning/facilitating cultural events and PSU resource workshops;  
- Help establish processes to enable data analysis and track enrollment and retention trends.

Essential skills and abilities:  
- Strong skills in spoken and written English including editing/proofreading;  
- Ability to communicate easily with diverse students, many of whom are English learners;  
- Strong organizational skills and can work independently;  
- Experience living, working, or studying abroad;

Preferred applicants will have the following skills and experience:  
- Interest and experience with developing assessment plans;  
- Experience working with OISSS;  
- Knowledge of PSU, its departments, and student services;  
- Experience creating online assessment surveys using Google or Qualtrics platforms;
● Advanced knowledge of Microsoft Programs, Google Platforms and Social Media sites;
● Ability to commit for one academic year or longer, including summer.

To Apply:
● Please e-mail your Resume and Cover Letter (including contact information for 2 professional references) to: intl-life@pdx.edu by 5 p.m. Friday, September 4th, 2015.

Professional development opportunities:
Acquisition of the following skills and knowledge will enhance the graduate assistant’s professional development by:
● Increasing intercultural sensitivity through daily interaction with a diverse campus population and focused training on intercultural topics;
● Improving ability to interact with non-native English speakers, including low-level English learners;
● Gaining customer service competence related to general office operations;
● Developing organizational and leadership proficiency required for facilitation of events;
● Increasing assessment and analytical skills;
● Developing public speaking as well as online communication skills;
● Participating in professional association conferences and events.

Graduate programs enrolling ideal graduate assistant candidates:
While graduate students in the Master of Arts in Teaching English to Speakers of Other Languages (MA TESOL), Conflict Resolution, Public Administration, and Educational Leadership programs would offer ideal candidates for this position, graduate programs in many academic departments across campus could yield candidates with both the essential and preferred skills necessary for success.

FTE, stipend and funding source:
The Office of International Affairs funds this .40 FTE graduate assistant position with a tuition remission of up to $3750/quarter and a $928/mo stipend. The GA is funded for the academic year 2015/16.

This position would begin September 15th

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.