



**Graduate Assistant Position  
International Programs Coordinator  
Position Description**

**Position Summary:**

The International Programs Coordinator will support the mission of the International Programs Office (IPO) by working in a broad range of international education activities and programming and by playing a significant role in the development and execution of the following programs: International Student Orientation, CASA Program: Community Ambassadors for Students from Abroad, and International Education Week. The International Programs Coordinator will also serve as co-advisor to International Club and provide supplemental advising to international students.

The International Programs Coordinator serves in a two year appointment (subject to annual renewal based on performance) working in the International Programs Office at the University of Wisconsin-Platteville. The International Programs Coordinator is expected to work 20-40 hours/week during the summer months and 20 hours/week during the academic year. Hours will vary on occasion.

Compensation will be \$10,124 for the academic year, with an additional monthly stipend during the summer months. Training for advising international students on the F-1 and J-1 student visa regulations is available but not a requirement of the position. Additional professional development opportunities may also be available.

Successful candidates would ideally be available beginning June 15, 2018.

This position reports directly to the Incoming Exchange Coordinator in the International Student and Scholar Services Office but will work with other areas within the International Programs Office, such as the Education Abroad Office and the English Language Program, as well.

**NASPA/ACPA Core Professional Competencies:**

Leadership, Student Learning and Development, Personal & Ethical Foundations, Advising and Supporting, and Social Justice and Inclusion.

*Law, Policy, and Governance may also be a competency developed if the individual selected for this position chooses to learn more about the F-1 and J-1 student visa regulations.*

**Essential Job Responsibilities:**

- Develop working knowledge of all services available in the International Programs Office and be ready and willing to assist international students and education abroad students with initial questions about services;
- Advise the [International Club](#) (IC) and oversee events/programming including the International Night Dinner, Global Lunch Hour, and IC Homecoming involvement;

- Coordinate the [CASA Program](#) (Community Ambassadors for Students from Abroad), including recruiting community ambassadors and students to participate in the program, matching community ambassadors with students, and managing communications with the participants;
- Assist in coordinating [International Student Orientation](#) and manage the recruitment, selection, and training of [international student orientation leaders](#);
- Manage the coordination of [International Education Week](#);
- Manage email communications with students using the ISSS Email Schedule;
- Assist with processing newly admitted international students and pre-arrival communication;
- Communicate with international students about Conger Scholarship and International Student Tuition Remission process; process Conger scholarship and tuition remission applications;
- Cover office and answer phone as needed, including staffing the front desk 5-10 hours/week;
- Review all UW-Platteville international student and scholar services web pages each month and update them as needed;
- Assist, as requested, in implementing program/event evaluations and new office initiatives;
- Perform other related duties and administrative tasks as assigned.

#### **Qualifications:**

- Earned Bachelor's degree and fully enrolled in the online SAA Program at UW-La Crosse
- Strong interest in program development, implementation, and event planning
- Ability to take initiative, work independently, and work well with minimum supervision
- Exceptional oral and written communication skills
- Exceptional interpersonal service skills and effective problem solving skills
- Sensitivity to cultural economic and educational differences
- Good computer experience in utilizing, maintaining, and updating databases
- Organizational skills to handle multiple assignments/projects and ability to multi-task and prioritize
- Excellent telephone and follow-through skills
- Attention to detail
- *Preferred:* Prior international experience and/or knowledge of a foreign language
- *Preferred:* Driver's license and ability to drive university vehicles

#### **About the International Programs Office:**

*The International Programs Office (IPO) includes [Education Abroad \(EA\)](#), [International Student and Scholar Services \(ISSS\)](#), and the [English Language Program \(ELP\)](#). The IPO mission is to provide leadership and support for the comprehensive internationalization of the University of Wisconsin-Platteville and to prepare students, faculty and staff as globally competent citizens. Please see more information online at <http://www.uwplatt.edu/international-programs>.*

**To apply:**

Please email a resume and cover letter to Nina Elskamp, [elskampn@uwplatt.edu](mailto:elskampn@uwplatt.edu). If you have any additional questions, please contact Nina at 608-342-1726.

**Deadline to Apply:**

Applications will be reviewed as submitted. Position will be open until filled.

**About the University of Wisconsin-Platteville:**

The [University of Wisconsin-Platteville](#), founded in 1866, enrolls about 8,000 students in 42 baccalaureate and 6 master's programs. It possesses institutional strengths in middle level education, engineering, industrial technology, agriculture, criminal justice and business. The campus is located in Southwest Wisconsin's largest and most historic community. The region offers excellent school systems, high quality medical and hospital facilities, outstanding recreational opportunities, and vibrant businesses and industries. UW-Platteville is a cultural and educational center for the Tri-State region of Illinois, Iowa and Wisconsin.

*Revised December 2017*