

Job Title: Cultural Programming Graduate Assistantship, International Student and Scholar (ISS)	
Supervisor: Lee Chepil, International Student Manager	Department: Center for International Education
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Start Date: May 28, 2024, (preferably)	End Date: May 22, 2026 (tentative)
Compensation: <ul style="list-style-type: none"> • \$18,667 for 12-month contract, 20 hours/week • Eligibility for free University Housing (first-come, first-serve basis) • Flexible scheduling throughout contract 	
Job Duties:	CultureFest Event Planning CultureFest is a one-day event that brings together 30+ participant groups and over 1,000 attendees to showcase cultural backgrounds from around the world. Participant groups are both student groups and from the community. <ol style="list-style-type: none"> 1. Assist with the planning, organization, and marketing CultureFest 2. Recruit and supervise CultureFest interns and volunteers 3. Manage communications between on-campus and off-campus participant groups 4. Collaborate with UWEC Event Services and Dining and other campus partners
	International Scholar Programming UW-Eau Claire hosts International Scholars (faculty) and the Center for International Education oversees onboarding and cultural programming for the scholars. <ol style="list-style-type: none"> 1. Assist with International Scholar arrival and onboarding 2. Collaborate with other university offices to create scholar extended orientation programming 3. Update scholar website and programming materials 4. Organize cultural activities and events for visiting scholars each semester 5. Create weekly or bi-weekly newsletter for scholars
	Host Friend Program Support

	<p>The Host Friend Program at UW-Eau Claire connects new international students with community members to welcome and support students in their new living environment. The</p> <ol style="list-style-type: none"> 1. Review Host Friend program applications from incoming international students and interested Host Friends, and assist with the connection process 2. Create advertising for recruitment of Host Friends and invitations to Host Friend events. 3. Organize 2-4 Host Friend events each year 4. Manage communications between our office, students, and community members
<p>Job Requirements/ Knowledge/Skills:</p>	<ol style="list-style-type: none"> 1. Knowledge and usage of MS Excel, Word, and Outlook 2. Excellent communication skills (verbal and written) necessary 3. Strong organizational skills 4. Ability to work effectively and collaboratively with other campus units 5. Ability to communicate and work with diverse groups and individuals who may be non-native speakers of English 6. Ability to motivate, support, and encourage volunteers 7. Ability to develop marketing materials for outreach efforts, i.e. flyers, advertisements, videos 8. Ability to prioritize workload 9. Detail-oriented 10. Some required events are outside of normal work hours. Applicant must have the ability to organize and attend these activities. 11. Preference given to individuals with an interest in pursuing a future career in international education 12. Preference given to those with some direct experience in study abroad and/or working with international students and scholars <p>Note: This assistantship prefers a two-year commitment.</p>