

<b>Job Title:</b> International Student and Scholar (ISS) Graduate Assistant	
<b>Supervisor:</b> Lee Chepil, International Student Manager	<b>Department:</b> <a href="#">Center for International Education</a>
<b>Email:</b> <a href="mailto:chepillw@uwec.edu">chepillw@uwec.edu</a>	<b>Phone:</b> 715-836-4411
<b>Start Date:</b> May 30, 2023, tentatively	<b>End Date:</b> May 25, 2024, tentatively
<b>Compensation:</b> <ul style="list-style-type: none"> <li>• \$18,667 for 12-month contract, 20 hours/week, additional compensation for summer hours</li> <li>• Potential for Professional Development funding</li> <li>• Eligible for <a href="#">health insurance</a> through UW System</li> <li>• Potential on-campus housing (first-come, first-serve basis)</li> </ul>	
<b>About the institution:</b>	Consistently rated in the Top 10 public Midwestern universities, the University of Wisconsin-Eau Claire is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is over 10,000 students with over 60% being Wisconsin residents. Students can participate in over 80 majors in an average class size of 21. Campus Pride also ranked UWEC the Best College in Wisconsin for LGBTQ+ students. Eau Claire is located about 90 miles from the Twin Cities in Minnesota. For more information, please view the university <a href="#">website</a> .
<b>Job Duties:</b>	<p><b>CultureFest Planning</b></p> <p>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.</p> <ol style="list-style-type: none"> <li>1. Assist in planning and marketing CultureFest</li> <li>2. Support of the logistics and financial administration of the event</li> <li>3. Oversee communications between on- and off-campus participant groups</li> <li>4. Partner with our event services to finalize the day of the event</li> <li>5. Assist in recruiting and supervising CultureFest interns and volunteers</li> </ol> <p><b>International Scholar Support</b></p> <ol style="list-style-type: none"> <li>1. Assist with scholar arrival and onboarding and work with other university offices to create scholar extended orientation programming</li> <li>2. Update scholar website and program materials</li> <li>3. Organize cultural activities and events for visiting scholars, including creating a semester events calendar, reservations, coordinating transportation, financial documentation, and reimbursement</li> <li>4. Create weekly or bi-weekly newsletter for scholars</li> </ol> <p><b>Host Friend Program Support</b></p> <ol style="list-style-type: none"> <li>1. Create advertising for recruitment of Host Friends and invitations to Host Friend events</li> <li>2. Review Host Friend program applications from incoming international students</li> </ol>

	<ol style="list-style-type: none"> <li>3. Perform reference checks for acceptance Host Friends to the Host Friend program</li> <li>4. Match hosts and all incoming international students who apply for the program</li> <li>5. Organize and conduct 2-4 Host Friend events each year</li> <li>6. Assist in program record keeping and financial administration</li> </ol>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and usage of MS Excel, Word, and Outlook</li> <li>• Excellent communication skills (verbal and written) necessary</li> <li>• Strong organizational skills</li> <li>• Ability to work effectively and collaboratively with other campus units</li> <li>• Ability to communicate and work diverse groups and individuals who may be non-native speakers of English</li> <li>• Ability to motivate, support, and encourage volunteers</li> <li>• Ability to develop marketing materials for outreach efforts, i.e., flyers, advertisements, videos</li> <li>• Ability to prioritize workload</li> <li>• Detail-oriented</li> <li>• Some required events are outside of normal work hours. Applicant must have the ability to organize and attend these activities</li> <li>• Preference given to individuals with an interest in pursuing a future career in international education</li> <li>• Preference given to those with some direct experience in study abroad and/or working with international students and scholars</li> </ul> <p><b>Note:</b> This assistantship prefers a two-year commitment.</p>