Responsibilities:

* Attend and assist with the coordination of the three-day International Assistant Workshop and three-day International Student Orientation at the end of August (week before classes start). Oversee logistical details, help facilitate group presentations and discussions for International Assistants and international students, supervise scheduled activities.

* Help welcome several hundred new international students: answer initial questions about Boston and B.C., and register their immigration documents with the Office.

* Assist with front office reception duties including answering phones and helping walk-in clients.

* Receive training in basic immigration regulations and provide procedural immigration advice to international students in areas such as travel outside the U.S., working in the U.S., etc.

* In conjunction with the International Advising Assistant, coordinate Thanksgiving Dinner Host Program and Conversation Partners Program including:
  * developing and sending invitation letters to faculty, administrators, and students
  * matching interested students with faculty members and administrators, and informing participants of matches
  * evaluating success of program

* Assist in designing and implementing educational and social programs for international students and International Assistants (peer advisors to freshman international students), i.e. Halloween Social, Thanksgiving Dinner, Wrap-Up Session. Write memos, schedule and attend organizational meetings, organize panel presentations and dinners, lead group discussions, etc.

* Help match new international freshman/transfer students starting in January with International Assistants. Assist with January International Student Orientation.

* Assist in coordinating recruitment, interviewing, selection, and training of International Assistants for following year including:
  * Informing Steering Committee members of project deadlines and meetings
  * Organizing written materials for Interviewers' Workshop and New International Assistant Training
  * Scheduling subcommittee meetings
*Overseeing mailings of recruitment and decision letters
*Coordinating interview schedule
*Attending meetings and workshops, and leading group discussions and facilitating exercises

*Assist with organizing other international/intercultural programs as necessary, i.e. International Education Week, weekly graduate discussion series, family support group, global citizens support group, etc.

*Serve as liaison between the Office of International Students and Scholars and the Graduate International Students Association and attend their meetings.

*Collect and update information, and write articles for the International Newsletter, published several times a year, as requested by editor.

*Help update OISS website and Facebook page

**Time Commitment:** 20 hours a week, with some evening and weekend hours required.

**Compensation per annum:** Stipend: Approximately $17,500

**Supervision Received:** Supervision received by Adrienne Nussbaum, Director, Office of International Students and Scholars

**Supervision Exercised:** Assist in supervising a total of 75 International Assistants, eighteen of which are International Assistant Coordinators.

**Qualifications:** Excellent interpersonal and communication skills (oral and written); Strong organizational ability and administrative skills with attention to detail; Ability to work independently; Familiarity with Excel, Mail Merge, Adobe Acrobat, Constant Contact, Microsoft Publisher, and Photoshop (not essential). Knowledge of both operating systems (Mac OS X & Windows XP); Programming (organizing large events) experience preferable; Interest in and sensitivity to other cultures; Experience working with diverse groups of people, preferably in a higher education setting.

We are looking for someone who can make a two year commitment. Please submit resumes directly to Adrienne Nussbaum at nussbaua@bc.edu