

Department Name:	Office of Student Engagement
Position Title:	International Student Engagement
Job Duties:	<p>The graduate assistant for International Student Engagement will be responsible for creating a new program at CSUSB that focuses on international student engagement. Specific responsibilities for the position include:</p> <ul style="list-style-type: none"> • Assist with the development and implementation of programs and activities for welcoming and integrating international students in the campus community • Advise international student organizations • Develop and implement social, cultural, recreational and informational programs for CSUSB's international student population • Coordinate an International Student Committee • Plan, schedule and organize student activities and events • Serve as the liaison between the Center of International Studies & Programs, the Office of Student Engagement, and international students • Update and assist with social media marketing and publications for programs and events • Other duties as assigned
Essential Qualifications:	Excellent written & verbal communication, substantial programming-event planning & logistics experience, excellent interpersonal skills, great presentation skills, detailed organizational skills. Experience/Interest in being engaged in student-centered work.
Preferred Qualifications:	Previous experience or involvement with retention or leadership programs for international students, social media maintenance, event planning and development, and research and data analysis. Valid California driver's license.
Appointment Duration:	Fall 2018 date of hire – Spring 2019 (9 month) commitment.
Hours:	15-20 hours per week, \$15.00-16.42 per hour
Work Schedule:	During business hours (Monday through Friday/8:00am to 5:00pm) with occasional evening hours.
Start date:	TBD
Supervisor Name and Contact Information:	Jackie Gardner, jacqueline.gardner@csusb.edu