Office of Intercultural Relations - International Initiatives Graduate Assistant

**Direct Supervisor:** Dr. Rachawan Wongtrirat, Assistant Director for International Initiatives
**Contact:** rwongtri@odu.edu
**Length of assistantships:** 1 year extendable

**Overview:** The International Initiatives enhances campus internationalization through international student initiatives, global learning and engagement, and international education. The international student initiatives aim to create an inclusive community for the international student community through an array of programs to welcome, orient, and enhance sense of belonging, engagement, and success of international students. With the focus on global learning and engagement, the International Initiatives coordinates and develops intercultural and educational programs for authentic cross-cultural interaction and international learning for students and the campus community. Lastly, the International Initiatives collaborates across campus to promote international education. The unit is available to present workshops, classroom presentations on topics/themes related to campus-based internationalization initiatives (e.g. inclusive community for global citizen, international student engagement; global learning and awareness)

**Essential Duties and Responsibilities:** The successful candidate will demonstrate strengths in the following functional areas:

- Assist with the administrative functions of the unit (e.g. maintain and organize records and program information/assessment)
- Coordinate of programs to welcome, oriented and enhance engagement and success of international students (e.g. Arrival Assistance Program, International Student Orientation, Discover America, International Student Advisory Board and other designated department initiatives).
- Assist with organization and management of programs that enhance learning and engagement between domestic and international student and communities (e.g. International Education Week, Global Monarch Club, and other designated department initiatives).
- Assist with international initiatives program evaluation, research trends, best practice, and advancement in campus-based international/global programming.
- Collaborate extensively with international and domestic students, faculty, and administrators to ensure that international programming and services are efficient and effective; enhance opportunities for meaningful cultural connections between domestic and international student populations.
- Serve as a liaison between the Office of Intercultural Relations/International Initiatives Department and student organizations, students, faculty, administrators, and community entities. Duties include the support of the education of the university community about aspects of international issues and events that have a global/international focus and promotes a university community that values diversity and empowers global citizens.
- Oversees the design and publication of the International Initiatives Department.
- Other/additional duties as assigned.

**Qualifications:**

- Regular admission to a master or a doctoral degree program at ODU with good academic standing.
- Demonstrated commitment promote campus-based international initiatives, international student engagement, and students’ global and intercultural competent.
- Knowledge about international/global/intercultural education and international students in the U.S.
- Demonstrated leadership ability, analytical skills, detailed projection, and the experience in working with diverse populations, especially international students and faculty.
- Experience in the planning, development, and execution of international/global/cross-cultural programs, activities, and events for a broad cross-section audience.
- Ability to plan effectively and efficiently, creative, meets deadlines and simultaneously monitors the development of many projects.
- Strong public communication skills and excellent speaking and written skills (writing sample must be submitted with resume).
- Able to work independently and be able supervise and attend an assigned evening and weekend events.
- Ability to lead and provide supervision to student organizations/leaders.
- Ability to collaborate with diverse individuals and University departments.