



Student Center for Reconciliation and Diversity (SCRD)

Job Description

Title: International Student Engagement (ISE) GA
Commitment: August 28th, 2023 –May 6th, 2024
Reports to: International Student Engagement (ISE) GA
Location: East Campus
Environment: Shared workspace with other interns/Personal laptop needed

General Job Description

Under the supervision of the Program Coordinator of ISE, the Graduate Assistant position is a 10-month (20-hour-a-week) position. He or she is responsible for increasing the visibility of International students and international student-related activities on the APU campus, mobilizing various on-campus groups to engage with the international community, and creating venues where international students can experience American culture and share their own culture. Build a team of students who will get the APU campus excited about welcoming and serving the nations. This person will communicate the value of international students on this campus, be familiar with global student needs and challenges, and connect students and groups to reach and serve international students. The Graduate assistant is expected to participate in the holistic development of international students (academic, spiritual, and social) by sharing life with them.

Student Engagement & Mobilization GA Responsibilities

1. Promote various international student events and programs throughout the year (graduate and undergraduate, campus-wide) and create strategies to mobilize students to get involved.
2. Oversee all marketing and branding of ISE events through print, announcements, email, social media, and video.
3. Welcome and assist new international students with services during Global Student Orientation.
4. Assist with international awareness training for campus leaders (RAs, Alpha Leaders, ASB, etc).
5. Mobilize international students to attend campus-wide APU activities each month.
6. Special duties as deemed appropriate by the ISE Program Coordinator.

7. Establish 1-on-1 meaningful relationships with international students.

Ideal Qualifications

- Excellent communication skills and a good understanding of graphic design and social media.
- Strong organizational and group leadership skills with an ability to manage a number of tasks concurrently in a timely manner.
- Ability to meet deadlines.
- Ability to work with little supervision.
- Ability to work with international students and treat them with respect.
- Strong working knowledge of Microsoft Office and word processing skills.
- Ability to be proactive and take the initiative with students/staff/faculty.
- Learn independently.
- Ability to interact well with office staff to preserve a friendly, welcoming environment.
- Ability to drive an 8-passenger van.
- Mature Christian faith.

Top 5 Competencies that are focused on in this Assistantship:

1. Visionary Leadership
2. Effective campus
3. Community relationships
4. Multicultural awareness
5. Technology

Find us on Instagram: @intlpu

APPLICATION:

Contact: Student Center for Reconciliation and Diversity; scrd@apu.edu (626) 815-6000 extension 3727