**Lewis & Clark College**

**Office of international students & scholars**

##### Graduate Assistant

## Position Description

### Position Purpose

Support the staff, programs, and events of the Office of International Students & Scholars. Provide on-going support for the recruitment, admission, advising and pastoral care for vibrant community of international students and Third Culture Kids on the Lewis & Clark campus from approximately 70 countries. Provide programmatic support for the International Students of Lewis & Clark (ISLC) and Third Culture Kid TCK Club. This position reports directly to the Associate Dean of Students/Director of International Students & Scholars.

**Principle Duties**

* Assist with the programmatic and logistical aspects of international new student orientation, and other instructional and social events organized throughout the year by ISS
* Organize and lead ISS offerings in co-curricular programming such as Passport to Leadership and Pioneer Success Institute
* Assist with the processing of international admissions applications and decisions, as well as yield activities. Learn Colleague database and other relevant systems as needed
* Assist international students in complying with US immigration regulations and College policies
* Aid new students in locating and securing on-campus employment that complies with US immigration regulations
* Support and advise incoming students on transitions to American (and Lewis & Clark) culture
* Maintain & update ISS website and social media outreach to prospective, new, and continuing students
* Develop assessment tools for some ISS functions, in consultation with other ISS staff members
* Collaborate with other Student Life and College personnel as needed
* Meet regularly with the Associate Dean/Director of International Students & Scholars
* Create a professional development plan that includes both departmental and personal professional goals
* Other duties as assigned

**Qualifications/Experience**

* Bachelors degree required.
* Enrollment in the student affairs administration graduate degree program at the Lewis & Clark Graduate School of Education and Counseling.
* Involvement as an undergraduate student in areas such as clubs and organizations, student government, residence life, orientation, multicultural or international student organizations, leadership, service or related area.
* Demonstrated commitment to student development as it relates to student retention, engagement and success.
* Experience with working with students from diverse backgrounds, and a demonstrated commitment to both diversity and international education.
* Ability to develop and maintain professional and collaborative relationships with other staff and faculty.
* Excellent interpersonal communication, leadership, organization, and administrative skills.
* Ability to think critically, problem solve, and make sound decisions.
* Ability to effectively plan and organize programs and projects.
* Appreciation of the value of a liberal arts education.

**Compensation**

* $15,000 stipend per academic year

Questions regarding this position may be directed to Kristin Hutson at 503-768-7186 or [khutson@lclark.edu](mailto:khutson@lclark.edu).

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