# International House Graduate Assistant

**Center for International Education, University of Tennessee, Knoxville**

## Job Requirements/Qualifications:

Applicants should have experience/interest in the following: developing and implementing programs, supervising others, leading discussions/teaching, working with budgets, etc. Graduate assistants (GAs) keep the International House functioning on a daily basis. They not only help manage the facility five days a week but they also serve as hosts to students from all over the world. For more information about the International House, visit this link: <http://ihouse.utk.edu/>.

**Job Requirements/Qualifications:**

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|  | Interest in working with international students and developing international/cultural programmingfor the campus community |
|  | Ability to interact with individuals from different cultural perspectives |
|  | Self-motivated and able to work independently |
|  | Experience with program planning for small and large events |
|  | Proficiency with MS Office and ability to use social media (Facebook and Instagram) |
|  | Excellent organizational skills, including attention to detail and accuracy |
|  | Ability to work closely with faculty and staff in a professional manner |
|  | The following qualifications are preferred but not required: |

 —Experience with international cultures

 —Experience with orientation programming

## Responsibilities and Tasks:

* Work closely with assistant director and other GAs to develop and plan the yearly I-House schedule of programs and events (e.g., World Showcase, American Culture Experiences, International Dance Competition, International Festival, Language Practice, etc.). Responsibilities include planning logistics, budgeting, advertising, and facilitating activities.
* Assist in supervising 10 to 12 undergraduate student assistants, assign tasks, and provide guidance in proper completion of tasks
* Assist with planning and implementing international student orientation programs and events. (Both fall and spring semesters)
* Accompany international students and scholars on weekend day trips and excursions as a part of the American Culture Experience (four to five trips per semester).
* Organize and cofacilitate the International Student Weekend Retreat (fall semester only).
* Assist professional staff with facility daily operations as well as selection and some supervision of student assistants.
* Research best practices regarding international student transitions and acculturation to better inform the practices of the Center for International Education.
* Provide support to the director and assistant director in designing international cocurricular experiences that support international strategies.
* Other duties as assigned.

## Salary/Benefits:

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|  | Tuition Waiver (9 hours each semester including summer) |
|  | Monthly stipend of $1,275 |
|  | Health Insurance |

**Term:**

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|  | 20 hours/week12-month appointment |

**Application:** Please see our website for application. You will be required to submit a resume and cover letter with your application. In your cover letter, please explain relevant experience you have that relates to this position and why you are interested in working at the International House.