Office of International Education & Programs

GRADUATE ADVANTAGE POSITION (GAP)

Position Title: International Education Graduate Assistant
Annual Award: $3500 tuition remission + department supplement of $1500 ($750/semester)

Position Description:
The Office of International Education & Programs, in the Center for Applied Learning, invites applications for a Graduate Assistant for the 2015-2016 academic year. The Graduate Assistant will work directly with the Director to assist in marketing international study abroad and exchange opportunities to SUNY Potsdam students. Specifically, the Graduate Assistant will:

• Conduct a series of classroom presentations on the benefits of incorporating study abroad and/or National Student Exchange (NSE) into a student’s academic study plan
• Promote study abroad programs at study abroad fairs, Open House programs, student organization meetings, social media, etc.
• Conduct initial intake study abroad appointments with students to gauge student academic interests and financial realities
• Assist with the pre-departure orientation programs for students committed to study abroad
• Assist with programmatic activities to support our incoming international/visiting exchange students and international scholars
• Assist the Director with organizing visits of overseas partners to the SUNY Potsdam campus
• Assist with assessment data collection regarding service provided by program staff
• Conducting some evening and weekend workshops will be required

Position Qualifications:
• Ability to work independently, but also collaborate as part of a team
• Strong communication skills, organization and attention to detail
• Strong presentation and public speaking skills
• Proficiency in Microsoft Office software and knowledge of maintenance of social media sites such as Facebook, Twitter, Instagram, etc.
• Preferred applicants will have previously studied and/or lived abroad
• Candidates with a valid drivers license preferred

Interested candidates should submit an application through the Center for Graduate Studies by June 30, 2016. Questions should be directed to Krista Lavack, lavackkm@potsdam.edu or 315-267-2507.

Application:
Center for Graduate Studies
Satterlee 238
(315) 267-2165
graduate@potsdam.edu
www.potsdam.edu/graduate

Information:
Krista Lavack
International Education
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