



GRADUATE ASSISTANT POSITION DESCRIPTION

Job Title:	International Student Program Graduate Assistant
Department:	Transitions Center/Student Life
Reports To:	Transitions Coordinator/Sr. Coordinator Student Life
Shift/Hours:	20 hours per week
Date Prepared:	June 5, 2019

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Transitions Coordinator/Sr. Coordinator Student Life**. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.**
2. **Responsible for various projects and assignments within the department with the goal of supporting International Students in reaching their academic and engagement goals.**
3. **Working hours will align with International Student population needs.**
4. **Act as a point of contact to provide welcoming services for International Students from greeting at the airport, to transporting to campus and assisting students in navigating campus.**
5. **Assist with International Student orientation day(s) planning and programming.**
6. **Arrange and conduct weekly social activities for international student community such as mixers, shopping trips, other engagement events.**
7. **Develop and maintain a digital presence for Madonna University International Students to connect students to services and resources.**
8. **Provide support and guidance for registered International Student Organization(s).**
9. **Create and engage students in on and off-campus activities that would be of interest to International Students.**
10. **Develop promotional materials for advertising Transition Center services and events as it pertains to International Students.**
11. **Collaborate with MU offices to provide support and programming during peak and important times including campus closures/breaks, tax filing, etc.**
12. **Other duties as assigned**

QUALIFICATIONS

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills including the ability to effectively communicate with non-native English speakers. Comfortability in a multicultural setting is required. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

EDUCATION AND EXPERIENCE

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0 scale). Combination of education and practical experience related to the position is preferred.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.