

Office of International Students & Scholars Eastern Illinois University

Title of Position: **Graduate Assistant**

Contract: **9 months**

Hours per week: **18 hours**, but ability to flex and work more/work less during periods of orientation and special programming.

Remuneration:

- \$850 monthly stipend (possible increase after probationary period)
- Attendance of NAFSA professional conference (During last semester of employment)
- Possible international student recruitment opportunities(national/international travel)
- Tuition waiver(excluding fees)

Description of Duties and Responsibilities:

1. Assist OISS staff members with intl. student orientation at beginning of each semester(flex schedule required, no exceptions)
2. Work with EIU international student population on acclimatization to life in the Midwest.
3. Participate in international student recruitment at regional colleges and intl recruitment fairs.
4. Create publicity materials for campus events and recruitment
5. Write and create bi-monthly OISS newsletter(with supervision)
6. Other duties as assigned.