** STUDENT JOB OPPORTUNITY**

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| **JOB TITLE: *International Leadership Assistant (Student Team Manager)*** |
| **DEPARTMENT:** Office of International Student Services |
| **CONTACT PERSON/EMAIL/PHONE #:** Kristi Syrdahl, Director of International Student Services, 717-361-1594 or syrdahlk@etown.edu  **TO APPLY:** Submit a cover letter, resume and two references (one academic, one personal) to [syrdahlk@etown.edu](mailto:syrdahlk@etown.edu) by 5:00pm on Friday, March 10th 2017 |
| **STUDENT JOB DESCRIPTION:** The Office of International Student Services is looking for a student assistant to serve as an International Leadership Assistant (ILA). The ILA will provide support and guidance to new/returning international students, support the daily operations of the office and serve as the ILA Student Team Manager.  **QUALIFICATIONS:**   * Full-time student in good academic and social standing with a minimum 2.5 GPA or higher * Attendance at Elizabethtown College for the Fall 2017 semester (not studying abroad) * Ability to attend team training session and new student orientation in Fall 2017 * Demonstrated leadership and cultural sensitivity skills * Strong respect for all individuals, including those of diverse backgrounds * Ability to preserve confidentiality of information. * Strong organizational skills and attention to detail. * Good interpersonal skills and desire to be a team player. * Creative problem-solving skills and customer service skills. * Excellent written and oral communication skills. * Proficient with Microsoft Office (Word, Excel, Access, Publisher) and social media tools * Interest in campus internationalization via the Global Film Festival and International Education Week, etc. * Interest in international education programming and international student support services   **PHYSICAL DEMANDS**   * Regularly required to remain seated in a normal position for long/extended periods of time. * Occasionally required to stand for long/extended periods of time. * Regularly required to move about. * Regularly required to climb stairs and/or ladders. * Regularly required to maintain balance while walking, standing, crouching, or running. * Occasionally required to reach up and out with hands & arms. * Regularly required to talk and hear; verbally express information or instructions. * Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects. |
| **HOURS and/or HOURS PER WEEK REQUIRED:** To be determined, some weekend/weeknights |
| **PAY RATE:** $8.00 per hour, 5 hours per week. $50 stipend, housing and meals provided during fall orientation |
| **SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.): Drivers license/college van training a plus.** |

AA/EOE