** 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 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.
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| **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