



STUDENT JOB OPPORTUNITY

JOB TITLE: *International Leadership Assistant (Global Beats and US Culture and Slang Facilitator)*

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 letter of interest, two references (one academic, one personal) and a resume to syrdahlk@etown.edu by 5:00pm on Friday, November 7, 2014

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 student who runs the Global Beats weekly dance sessions and US Culture and Slang weekly cultural immersion sessions.

QUALIFICATIONS:

- Full-time student in good academic and social standing with a minimum 2.5 GPA or higher
- Attendance at Elizabethtown College for the Spring 2014 semester (not studying abroad)
- Ability to attend team training session and new student orientation in Spring 2015
- Demonstrated leadership and cultural sensitivity skills
- Experience teaching dance lessons and additional classroom experience
- 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.
- Excellent written and oral communication skills.
- Proficient with Microsoft Office (Word, Excel, Access, Publisher) and social media tools
- Interest in establishing connections between international students and Elizabethtown borough community members
- Interest in international education programming

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: \$7.25 per hour, 3 hours per week

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.): Drivers license/college van training a plus.

AA/EOE