Global Initiatives Graduate Assistant
Loyola University Chicago

Job Description:
This is a year-long professional appointment under Global Initiatives at Loyola University Chicago that begins on June 27, 2016 and continues through the academic year until June 30, 2017. The Graduate Assistant will split their 20-hour work week within the Office for International Programs: Study Abroad (10 hours) and the International House (10 hours).

For Study Abroad, the Graduate Assistant supports the Associate Director, Kelly Heath. The Graduate Assistant primarily works on marketing tasks, such as updating the website, creating materials for new programs, and assisting with the planning and implementation of study abroad promotional events. The Graduate Assistant performs tasks related to curriculum integration such as expanding the Course Approval Database and Core Curriculum approvals and is expected to help with various promotional events throughout the year, including study abroad fairs. There are opportunities for the Graduate Assistant to attend staff, partner meetings and help with study abroad advising services.

For the International House, the Graduate Assistant supports the Director, Jason Obin. The Graduate Assistant primarily develops the International House community by helping to plan and host monthly events for the residents, and maintaining the daily operations of the House. These events are often designed to feature an aspect of American and/or Chicagoan culture or to provide an opportunity for International House residents to demonstrate aspects of their own culture. Additionally, the Graduate Assistant will run the Global Mentorship Program, a partnership program for international students and domestic students. The Graduate Assistant is also responsible for creating and updating the International House website, the International House Facebook page, the monthly newsletter, as well as developing other marketing materials.

Qualifications:
The applicant must be a full-time graduate student at Loyola University Chicago. The applicant should have a strong interest in working in international higher education, with an emphasis either on study abroad or international students. International experience is highly recommended.

Compensation:
Compensation will include full-time graduate tuition (18 credits) as well as a stipend of $15,000 for the year.