



STUDENT JOB OPPORTUNITY

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 21st 2018

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 2.75 GPA or higher
- Attendance at Elizabethtown College for the Fall 2018 semester (not studying abroad)
- Ability to attend team training session and new student orientation in Fall 2018
- 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 serving as office manager for the International Leadership Team.
- 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.**