POSITION TITLE
Graduate Assistant for INTO CSU Student Services

ABOUT INTO CSU
INTO Colorado State University (INTO CSU) is a joint venture between Colorado State University and INTO University Partnerships, LTD. This unique partnership model aims to create a sustainable, world-class experience for international students. The success of INTO CSU is due to its academically rigorous programs, successful integration of international students into the academic community, capacity for effective teamwork, and focus on performance.

Student Services operates as a department within the INTO CSU Center and is a part of the CSU Division of Student Affairs, offering students the resources and opportunities of the broader university specifically tailored to international students in an intensive English program.

GENERAL DESCRIPTION
The INTO CSU Graduate Assistantship is an opportunity to be a critical part of a small, dynamic team dedicated to meeting a wide array of student needs. The person in the GA position works with the Student Engagement Coordinator and directly oversees all aspects of the Center’s Welcome Desk, supervises 8-10 student staff, coordinates INTO CSU programming, and assists with the implementation of orientations. Additionally, this person collaborates with the Student Services Team (Director of Student Experience, Student Care/Case Management, Housing and Arrivals, Living Learning Communities) to provide meaningful experiences and developmental support to international students.

KEY RESPONSIBILITIES

Supervision
• Hire, train, supervise and evaluate 8-10 paraprofessional Student Ambassadors in collaboration with the Student Services Team. (Student Ambassadors staff the desk, plan and implement programming, work orientations, and welcome new students when they arrive at the airport.)
• Plan and implement effective weekly Student Ambassador staff meetings and regular, developmental one-to-one meetings.
• Set individual and group performance goals.
• Create and coordinate an on-going professional development plan for Student Ambassadors over the course of the academic year.

Programming
• Coordinate the planning and implementation of Center-wide events and activities designed to assist students in their transition to the US and CSU, both during orientation and throughout their experience.
Programming, continued

- Provide oversight and vision for social, educational, and passive programming using the INTO CSU programming model which emphasizes Social and Cultural Enrichment, Academic Success, and Transition to CSU/Fort Collins/the US and focuses on language acquisition.
- Coordinate marketing and publicity efforts for INTO CSU and Campus events, including but not limited to posters, electronic signage, and weekly HTML newsletters.
- Collaborate with campus partners to coordinate programming efforts and connect INTO CSU students to domestic students.
- Serve as an onsite liaison during the implementation of large-scale events and trips.
- Coordinate event logistics including acquisition of supplies, work with area vendors, risk management, and student welfare.

Administration

- Oversee the successful daily operation of the INTO CSU Welcome Desk through the implementation and development of effective systems and policies.
- Develop procedures to track, evaluate, and report programming efforts to internal and external stakeholders.
- Explore and develop creative solutions through effective policy setting and use of technology in all aspects of the position.
- Develop and maintain effective two-way communication with INTO CSU Administration and Faculty to provide excellent service to students.
- Update and improve Student Ambassador training materials.
- Maintain and update reports as needed, including but not limited to a comprehensive position binder, regular work product reports, and various assessment efforts.
- Develop an INTO CSU Student Services Annual Calendar.

Leadership

- Attend Student Services Team meetings, retreats, and trainings.
- Serve on the Student Staff Training committee.
- Represent the Student Services Team within the Center and on campus.
- Regularly assist in the coordination of orientation events and provide support to other areas of Student Services when needed.
- Serve as a part of the Student Services on-call rotation and respond to crises and emergencies as necessary.
- Demonstrate a personal and professional commitment to diversity, social justice, and intercultural competency.
- Meet regularly with supervisor to provide overall vision and implement improvements within the Student Engagement area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor’s degree completed by the start of employment.
- Authorization to work in the United States.
- Demonstrated ability to plan, develop, and implement programs and activities for students.
- Well-developed organizational and/or administrative skills.
- Valid driver’s license and willingness to drive passenger vans.
DESIRED QUALIFICATIONS

- Enrollment in a graduate program for Student Affairs in Higher Education, TES/FL, Global Social Sustainable Enterprise, Sociology, Language and Literature, or other related field
- Desire to work with international students from diverse backgrounds
- Previous employment experience with a strong programming component
- Commitment to personal growth and development
- Sound decision-making, judgment, and ability to maintain confidentiality
- Experience with Microsoft Office and Adobe Creative Suite software
- Ability to work both independently and as a productive member of a team
- Creativity, flexibility, and adaptation skill

TERMS OF EMPLOYMENT

The assistantship is a 25 hour/week appointment that provides the student with in-state tuition for the 2016-2017 academic year, plus a monthly stipend and additional funds for professional development. The period of employment is from mid-June 2016 through mid-May 2017.

Time Commitment

Hours vary depending on the needs of the community and timing of the semester but will usually require some nights, weekends and holidays as needed. The Graduate Assistant is expected to set aside an adequate amount of time to devote to their academic program and personal needs and interests.

Academic Load

The Graduate Assistant is expected to appropriately balance their academic, assistantship, and personal commitments. The Graduate Assistant must maintain a 3.0 cumulative grade point average. If the cumulative or term GPA falls below 3.0 for two consecutive semesters, the Graduate Student Assistant may be released from their position.

Professional Development

The Graduate Assistant is provided with $250 annually to support professional development (i.e., attend a conference, workshop, etc). Must be approved by supervisor prior to registering for a conference.

SUPERVISOR

Student Engagement Coordinator
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OFFICE LOCATION

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