



## Graduate Assistant Request Form

Position Title:	Graduate Assistant - IISa
Department:	Institute for International Studies
Supervisor:	Daniel M. Roberts
Funding Source:	Academic Vice President

<input checked="" type="checkbox"/>	Academic Year	Year	2007 - 2008	<input type="checkbox"/>	Grad Intern
<input checked="" type="checkbox"/>	Summer	Year	2007	<input checked="" type="checkbox"/>	Grad Assistant
<input type="checkbox"/>	Fall	Year	2007		
<input type="checkbox"/>	Spring	Year	2008		

**Graduate Assistantships are to be academic in nature. Students are to be engaged in research or other scholarly activities that relate in some way to the mission of their graduate program.**

Job Description: (Provide a description of the GA position.)

The Graduate Assistant will assist the Director to complete tasks related to the work of the Institute for International Studies. The GA will complete research on international education related matters, compile documentation and reports on IIS programs, and prepare informational materials for students interested in LHU international programs. The GA will be responsible for technical aspects of the office related to an active calendar of videoconference programming.

The GA will also serve as a liaison between the International Student Association (ISA) and the IIS. He or she will help to organize and coordinate events, programs, and trips and will serve as an advisor and chaperone.

Responsibilities: (Supply details of the required/expected GA responsibilities.)

Responsibilities will include assisting the IIS staff with maintaining databases, completing research on international education related matters, compiling documentation and reports on IIS programs, and managing the International House (an on-campus residential facility for international guests of the university). Other international student related duties will be assigned as appropriate.

Minimum Education and Experience

The position requires a Bachelor's degree, second language skills, and study abroad experience. The GA will have a high level of communication and organizational skills, and the ability to work effectively with faculty, students, university officials, and community members from a variety of cultural backgrounds. The GA will also have demonstrated an ability to work independently and to be self-motivated.