International Outreach, Education and Student Support

The International Outreach, Education and Student Support Graduate Assistant will work closely with the Director of Education, Outreaching and International Student Support, participating in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Student Affairs as needed. The positions provide opportunities for event management, leadership development for student leaders, international student outreach, support with social media and program assessment/evaluation. Applicants must be available for frequent evening and weekend programs and meetings.

Key responsibilities include, but are in no means limited to:

• Assisting intercultural communication workshops and community building events for international students. The goals of these events are to facilitate international students’ initial adjustments, explore their identities and discuss challenges they faced in a highly selected university.
• Providing support in programing learning outcome analysis for International Student Orientation Program (ISOP) 2015 and planning for ISOP 2016.
• Assisting International at Columbia with the recruitment of International Student Advisory Board (ISAB) members and the implementation of ISAB goals of the year.
• Providing support in Global Ambassador Program, a peer-to-peer friendship program that connects international students with American students and promotes intercultural learning.
• Assisting the Office of Multicultural Affairs with the development and implementation of diversity education programs and trainings for Columbia undergraduate students.

Minimum requirements and competencies include:

• Involvement with program and project management
• Experience with event planning
• Ability to create webforms and assessment tools using the appropriate technology
• Thorough knowledge of social media spaces
• A commitment to social justice and diversity education
• Experience in working with college student population
• Facilitation experience for both small and large group discussions
• The willingness to be part of a team
• Preferred Qualifications:
• Prior leadership experiences that are related to international education, intercultural communication and social justice education
• Prior experience with international student support/ESL student support
• Proficiency in more than one language
• Experience with graphic design and photo/video editing
• Experience living in another culture for more than 6 months
• Experience assisting professional staff with intercultural learning outcome assessment

To apply, email multicultural@columbia.edu by May 17, 2015.