**Department Name:** Office of Student Engagement  
**Position Title:** International Student Engagement

**Job Duties:** The graduate assistant for International Student Engagement will be responsible for creating a new program at CSUSB that focuses on international student engagement. Specific responsibilities for the position include:

- Assist with the development and implementation of programs and activities for welcoming and integrating international students in the campus community
- Advise international student organizations
- Develop and implement social, cultural, recreational and informational programs for CSUSB’s international student population
- Coordinate an International Student Committee
- Plan, schedule and organize student activities and events
- Serve as the liaison between the Center of International Studies & Programs, the Office of Student Engagement, and international students
- Update and assist with social media marketing and publications for programs and events
- Other duties as assigned

**Essential Qualifications:** Excellent written & verbal communication, substantial programming-event planning & logistics experience, excellent interpersonal skills, great presentation skills, detailed organizational skills. Experience/Interest in being engaged in student-centered work.

**Preferred Qualifications:** Previous experience or involvement with retention or leadership programs for international students, social media maintenance, event planning and development, and research and data analysis. Valid California driver’s license.

**Appointment Duration:** Fall 2018 date of hire – Spring 2019 (9 month) commitment.

**Hours:** 15-20 hours per week, $15.00-16.42 per hour

**Work Schedule:** During business hours (Monday through Friday/8:00am to 5:00pm) with occasional evening hours.

**Start date:** TBD

**Supervisor Name and Contact Information:** Jackie Gardner, jacqueline.gardner@csusb.edu