EMPLOYMENT PERIOD: May 29th – August 12th: 30+ hours/week during May, June & August; 40 hours/week during July

POSITION DESCRIPTION

The George Washington University International Summer Program is seeking support for its summer programs for visiting and matriculating international students (high school, undergraduate and graduate). The International Summer (IS) Logistics Assistant (LA) will work with the Office for Strategic Enrollment Initiatives staff by providing logistical, administrative, and planning support to multiple IS programs. These programs are both academic in nature, attracting students from around the world. Additionally, the LA is also responsible for co-supervision of the IS Residential Advisors (RAs). The position will primarily be based at the Foggy Bottom campus office, but occasionally visit the Mount Vernon campus office. The LA will report to the Assistant Director of Student Engagement (AD).

DUTIES AND RESPONSIBILITIES

Student Staff Supervision and Program Management
• Plan, coordinate, and participate in site visits and excursions in coordination with Assistant Director.
• Maintain updated daily program schedules and a detailed program logistics schedule for faculty, Course Assistants (CAs), RAs and other staff leading off-site excursions
• Attend all scheduled staff meetings including regular meetings with RAs to ensure they are meeting program expectations
• Assume supervisory responsibility with AD for assigned RAs and CAs
• Organize program supplies including orientation materials for summer staff and students.
• Be accessible and on-call around the clock to respond to residential and programmatic issues.

Residential Experience & Code of Conduct
• Enforce clear conduct and community expectations based on university and program policies & regulations
• Serve as the primary point of contact for student conduct issues related to program participants.
• Ensure students receive assistance with their housing-related situations as appropriate, including personal problems, roommate concerns and academic issues
• Document policy and codes of conduct violations
• Support students working with Facilities Office through work orders, repair and replacement requests

International Student Engagement & Academic Support
• In conjunction with IS, English for Academic Purposes (EAP), and International Services Office (ISO) staff, create opportunities for students to practice colloquial English formally and informally
• Engage Summer EAP students matriculating into degree-seeking programs through creative programmatic initiatives to develop GW community connections
• Promote community development and participation in co-curricular and extracurricular programs for all populations of IS students
• Encourage student learning and work with RAs to build awareness of academic resources
• Be knowledgeable of office and campus resources and refer students to the appropriate area
GW Summer and Non-Degree Programs – International Summer Logistics Assistant Job Announcement & Position Description

Crisis Intervention/Response
- Work with GW Police Department, Office of Health & Safety, Counseling Center, and other agencies in immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately
- Serve in on-call rotation with RAs for minor student issues
- Direct and respond to fire alarms and other emergencies
- Assist emergency responders and University Professional Staff in the event of a crises incident

Additional Responsibilities
- Submit a final report that documents and evaluates the program scheduling and planning process; provide recommendations for future programs
- Communicate effectively, both orally and written, with residents, parents, visitors, faculty, and staff
- Assist in budget tracking by collecting receipts and archiving expenses
- Nonessential job responsibilities include operating various types of office equipment including computers and copiers
- Assist with special projects and administrative duties as assigned by the AD
- Perform other duties as assigned

QUALIFICATIONS
- Mature, responsible graduate student in International Education, International Affairs, Higher Education Administration, Student Affairs, or related program with a minimum 3.0 GPA
- Relevant experience in programming, event planning, and logistics
- Excellent interpersonal, organization and communication skills
- Ability to work in a fast paced environment
- Ability to work independently
- Experience working with international students and/or student staff supervision preferred

COMPENSATION
- $15/hour
- Furnished, air-conditioned room within the assigned residence hall, including utilities, access to a common kitchen facility, internet access, and basic cable television
- Meal stipend while International Summer programs run (July).
- May serve to satisfy practicum/internship requirements, with departmental approval

GW is an EEO/AA Employer

To apply, please submit a resume and cover letter to Summer and Non-Degree Programs:
Email: gwsummer@gwu.edu
Application review will begin on January 24th, 2018