GRADUATE STUDENT WORKER JOB POSTING
International Student & Scholar Services (ISSS), Dean of Students, Vanderbilt University

International Student & Scholar Services is seeking an energetic graduate student worker. ISSS works with Vanderbilt international students and scholars on a myriad of immigration and visa related issues. ISSS also fosters the education and development of non-immigrant students and scholars to enable them to achieve their academic and professional goals and objectives. We provide advice, counseling, and advocacy regarding immigration, cross-cultural and personal matters. ISSS supports an environment conducive to international education and intercultural awareness via educational, social and cross-cultural programs.

Title
- Graduate Student Worker – MUST QUALIFY FOR WORK STUDY

Duties
- Assist International Student & Scholar Advisor on assigned ISSS programs, activities and events which may include:
  - Market and promotion of assigned programs to the campus community.
  - Develop program materials including posters, flyers, advertising, etc. and distribute via multiple sources
  - Order catering or arranging (i.e.: picking up, setting up, and cleaning up) food items for assigned
  - Draft & send bi-weekly e-newsletters as assigned
  - Assist in updating and maintaining ISSS website
  - Assist in handling immigration documents (scanning and uploading documents and information into an ISSS database)
  - Perform general office duties as necessary such as answering phone and mailing documents

Qualifications
- Qualifies for Federal Work Study
- Possess strong intercultural and interpersonal communication skills
- Be a responsible self-starter who enjoys working with the international community
- Has patience and understanding when working with international students and scholars
- Possess the knowledge and/or experience for the duties described above
- Knowledge of web page design, PowerPoint, and brochure and flyer design is preferred, but not required.

Key Skills and Competencies
- Leadership, organization, independence, teamwork, creativity, and dependability
- Will work flexible hours including some weekend days and evenings to run programs (not common)

Terms of the Assistantship
- 10-12 hours per week
- $12.00 per hour

Please submit your resume to:
Heather Young, Associate Director, ISSS
Heather.young@vanderbilt.edu