

**CORNELL COLLEGE  
JOB DESCRIPTION**

**JOB TITLE:** International Student Program Assistant

**DEPARTMENT:** Division of Student Affairs

**REPORTS TO:** Assistant Director of Intercultural Life

**DATE:** March 2007

**POSITION SUMMARY:**

Plan and coordinate activities for international students (i.e. holiday celebrations, field trips, income tax workshop, etc; promote and attend cultural activities and events for international students.

**PRINCIPAL DUTIES AND RESPONSIBILITIES: (Essential functions of the position)**

1. Assist with International Orientation (early arrival is required)
2. Coordinate/assist with events sponsored by Eyes of the World and attend EOTW meetings
3. Assist with and attend Diversity Conference, Culture Show, International Dinner
4. Coordinate international roommate program and activities
5. Submit schedule each block and maintain regular office hours

**ADDITIONAL DUTIES:**

1. Serve as Study Table monitor in rotation with other student staff
2. Assist in office communication to promote events (i.e. posters, e-mail, banners, newsletter submissions)
3. Correspond with international students, act as host upon arrival, help students move into residence halls
4. Assist Intercultural Life staff as requested

**WORK RELATIONSHIPS:**

Reports to the Assistant Director of Intercultural Life for work assignments. Regular contact with students, faculty and staff; occasional contact with guest speakers and visitors.

**EDUCATION, EXPERIENCE AND CERTIFICATION:**

Student program coordinators are expected to provide support for student services and share an awareness of and concern for all aspects of students' curricular and extracurricular development.

**SKILLS, KNOWLEDGE AND ABILITIES:**

Excellent communication skills; interest in and concern for needs of international students; ability to interact professionally with members of the Cornell community; ability to maintain confidentiality and work with a diverse population. A valid driver's license is required for occasional assistance with transportation.