

Job Description:

The successful candidate(s) for the ISL Summer Worker position(s) will help the ISL staff plan and organize events for the Fall 2011 orientation as well as summer orientation sessions. The ISL Student Worker will also assist ISL staff with summer programming initiatives as appropriate, planning for the 2011-2012 academic year, as well as other duties as assigned. Some weekend/evening work may be required.

Some of the specific duties may include (but are not limited to) the following:

- Advertising & creating flyers
- Fundraising
- Making reservations for room and equipment needs associated with orientation and various ISL programs
- Scheduling events and helping coordinate volunteers for orientation
- Driving a campus vehicle (a valid U.S. driver's license is required)
- Distributing flyers around campus
- Coordinating correspondence between the ISL office and orientation volunteers
- Collaborating with Athens community groups to schedule events
- Communicating with ISL student organizational leaders regarding orientation
- Assisting with editing of all orientation materials and handouts
- Compiling orientation folders and supplies for volunteers
- Assisting heavily with planning and implementation of orientation and volunteer training
- Other duties as assigned

This person should be enthusiastic, energetic, detail-oriented, self-motivated, demonstrate outstanding initiative, and have an extremely strong interest in working with international students. Preference will be given to currently enrolled UGA students who are planning to take summer classes at UGA (Athens campus). Successful candidates **MUST** have a valid U.S. driver's license.

Length of Employment / Salary:

The ISL student worker(s) must be available during the months of May, June and July 2011. Salary for this position is minimum wage and current funding is through June 2011 only. **We anticipate having additional funding for July as well as part of August, but that is not guaranteed.** Regardless, the ISL student worker(s) must be available during the months of May, June and July.

Application Process:

Preference will be given to applicants who submit the following items to the ISL Office (210 Memorial Hall) by Wednesday, April 27, 2011, 4:59 pm:

1. Cover letter (NO MORE THAN TWO PAGES) detailing your reasons for applying AND why you think you are the best person for this position (your experience with this type of work, etc.) including the number of hours and what days you could work each week.
2. Resume (include your contact information AND phone number, email, and current address)
3. Names and contact information for three non-family references (include the person's position, phone number, address and email).

Interviews will be conducted based on successful candidate(s) credentials and schedules.