

ISL Student Worker Position(s) *Summer 2014*

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 2014 orientation program as well as summer orientation sessions. The ISL Student Worker will also assist ISL staff with summer programming initiatives as appropriate, planning for the 2014-2015 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 US driver's license is required)
- Distributing flyers and correspondence 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 orientation materials and handouts
- Compiling orientation folders and supplies for volunteers and new international students
- 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 should have a valid US driver's license.

Length of Employment/Salary:

The ISL student worker(s) must be available during the months of May, June, and July 2014. Salary for this position is minimum wage. Preference will be given to applicants who are also available the first week of August (August 4-8).

Application process:

Preference will be given to applicants who submit the items listed below to the ISL Office (210A Memorial Hall) by Monday, April 21, 2014 at 4:59 pm. Submissions must be submitted in person with a hard copy of your materials.

1. Cover letter (no more than ONE page) 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.). Please also include the number of hours and what days you could work each week.
2. Resume/CV (include your contact information--phone number, email, and current address)
3. Names and contact information for three non-family references (include the person's position, relationship to you (e.g. boss, supervisor, etc.), phone number, address, and email)

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