The Office of International Programs (OIP) enhances global perspectives, mutual respect, and responsibility through collaborative programs and services for the development of international students, scholars, the University of Southern Maine and the surrounding community. The graduate assistant who accepts this position will have the unique opportunity to examine the importance of internationalization as a component of USM’s designation as a metropolitan university. This position will offer the opportunity to contribute to a variety of programs designed to ease the transition for USM’s international student population by developing new and expanding existing campus and community connections.

A great deal of this position will focus on marketing USM abroad in an effort to make USM more visible on an international scale. In addition, this position will include on-going research, as needed, of best practices for a variety of programs and services provided by the Office of International Programs in order to continually improve our offerings and enhance the international student experience. Involvement with various OIP events and programs as well as work with faculty-led short-term travel programs will be another primary aspect of this position.

Duties:

- Assist the Director of OIP and the English for Speakers of Other Languages (ESOL) program with international marketing efforts.
- Assist the Director of OIP with international recruitment efforts as needed. (This may include the development of electronic newsletters, videos, answering questions about the institution, etc.).
- Assist with various events (which may include an occasional evening and/or weekend). Follow up after events to evaluate their effectiveness and track relevant data.
- Assist with the development of an international student alumni network relying on research and best practices.
- Work with the Director of OIP, in addition to other relevant parties such as ESOL, Multi-Cultural Student Affairs, and Student Success to develop a report on the unmet needs of USM’s non-immigrant and immigrant populations.
- Work with the Assistant Director to oversee newly developed student retention programs designed to ease the transition for incoming international students.
- Gather, review and disseminate data on various international projects related to both international student and study abroad issues. This may also include developing recommendations for new policies, procedures and/or programs.
• Focus on marketing USM’s short term travel programs, both internally and externally to the University of Southern Maine in an effort to increase enrollment.
• Work with the office as needed on issues related to short term travel programs.
• Work with the Director to develop new methods (using new technologies) to keep international students updated on relevant issues.
• Staff front desk and answer main office phone directing calls as needed.

Required Qualifications:

Significant experience/proficiency in working with social media and other on-line networking sites.
Creativity and prior experience with marketing.
Strong research skills.
Be reliable, responsible and able to adapt to new initiatives and priorities.
Excellent oral and written communication skills.
Be able to represent the office in a professional manner at all times and have the ability to work with a variety of populations (students, staff, faculty, community members).
Be able to commit to a flexible schedule that may include occasional evening and/or week-end hours.
Must be matriculated in a graduate program at USM and carrying at least six credits each semester.

Preferred Qualifications:

Experience in coordinating events
Possess knowledge or have an interest in world geography, languages, religions, cultures and political systems
Previous cross-cultural experience
Data analysis skills and experience translating that information into manageable formats

Schedule: 20 hours per week

Compensation: 6 credits per semester (Fall 2015 & Spring 2016) and $9000 ($1000 per month; September-May)

Application Procedure: E-mail letter of interest, resume, names/contact information for two references and a statement outlining how the position aligns with your educational/professional goals to Kimberly Sinclair, Director of International Programs, ksinc@usm.maine.edu

Application Deadline: Deadline Extended to Monday, August 24th, 2015