### Position: International Student Aid

**Held By:**
- FWS Students ☐
- Non-FWS Students ☐

**Hourly Rate:** $8.50 per hour

**Date:**
- Academic Year 2015-2016

### General Description:

**International Student Assistant**

Student willing to assist LTSP International Students in the Graduate Program (DMin/STM/PhD). Duties will include: taking time to provide hospitality to new students, helping with student orientation, assisting the Graduate School with ongoing responses to International student and family needs, and providing ongoing support as appropriate. This will NOT include academic tutoring or language support. Student chosen MUST be sensitive to other cultures and committed to a multi-cultural community.

Approximately 5 hrs/week.

### Reports to:

- Coordinator of International Students, David D. Grafton
- Administrator of the Graduate School, Alice Popovic

### Those assisted by this position:

- LTSP Graduate Students (DMin, STM, and PhD)

### Specific Tasks:

1. Help with International Student hospitality
2. Assist International students with logistics of necessary non-academic tasks
3. Be willing to work with students from different cultures
4. Sit on Globalization Committee
5. The As Needed nature of the position requires flexibility.

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**Name of FWS Employee:**

Approval Supervisor: _____________________________ Date___________

Approval Human Resources: ______________________ Date___________

Approval Financial Aid Committee: ________________ Date___________

**APPROVAL FOR POSTING OF THE POSITION** ______________________ B.O./F.A.