

International House Graduate Assistant

Job Description

Graduate Assistants (GAs) are called on to perform a variety of duties including but not limited to the one below. GAs work 20 hours per week for 51 weeks and may be required to work weekend hours.

General Duties:

Supervise, plan, coordinate, and run I-House programs
Speak with various student groups who visit the I-House
Train I-House staff
Attend Weekly GA meetings
On occasion drive a UT car or van
Attend an All Staff Meeting once a month
Train SAs in the use of I-House equipment (kitchen, AV equipment, etc) and on I-House operating policies
On occasion shop for Events held at the International House
Complete other duties as assigned

Specific Duties:

Will be the supervisor of one or two evenings each week:
Facilitates all events/programs occurring that afternoon/evening
Contacting (prior to their evening) groups using the I-House
Ensures House is secure at closing
1-2 ongoing Administrative Responsibilities:
(For example, maintaining the I-House website, I-Events list serv, etc.)
Will be responsible for coordinating approximately 2 special programs per semester:
(For example, Halloween Programs, and/or other Holiday Parties)
Assist with International Student Orientation each term
Complete other duties as assigned for All Staff Events:
Welcome Week, Fall/Spring Training & Orientation, International Festival, etc.