

# ISSS Newsletter

## Summer 2009, Issue 9

### Special points of interest:

- Join facebook community of international students and scholars
- Submit your photos for the Photo Exhibit
- Are you an artist? Submit your art work for International Art Exhibit
- Position Available:  
Education Abroad  
International Faculty Led Programs  
Graduate Administrative Assistant

### Artists Needed



By: Fatiah Zain Aldeen

**International  
Student  
Art  
Exhibition**  
**January 7-27th, 2009**

**Littman Gallery, PSU**

Join us in this beautiful celebration  
of International Diversity at PSU!

**Join our ISSS FACEBOOK  
Group!**

**facebook**

Are you a FACEBOOK user? If so, please  
join our group, International Student and  
Scholar Services at PSU!

Look for: International Student Services at  
PSU

[http://www.facebook.com/group.php?  
gid=74387503996](http://www.facebook.com/group.php?gid=74387503996)

We hope many of you join the group!

**2009 International  
Student Photo Exhibition**  
**November 5-25th, 2009**

**White Gallery, PSU**

Submit your photos to our Photo Exhibit!



By: Marta Barberini

### International Student and Scholar Services ISSS

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Position Available  
**Education Abroad International Faculty Led Programs  
 Graduate Administrative Assistant**

The Office of Education Abroad is seeking a graduate assistant for the term of September 16, 2009 ? June 15, 2010. The Graduate Assistant for international faculty-led programs will work with faculty and students participating in short-term courses taught by PSU faculty abroad.

Qualifications

- Possess a Bachelor's degree and admission to a Portland State University graduate program;
- Strong experience with international education programs, and preferably, international faculty-led programs;
- Ability to develop and sustain effective working relationships with staff, faculty and students;
- Ability to network and to understand the needs, abilities and constraints of multiple stakeholders;
- Ability to work independently and in partnership, while managing multiple tasks in the same time period;
- Ability to pay careful attention to details, accuracy and follow-through;
- Preferred: experience with budgeting and contracting;
- Ability to use Word, Excel, PowerPoint, Access, and Acrobat Professional with in-depth knowledge of Excel.

Duties

Under the supervision of the faculty-led programs coordinator, the graduate assistant will:

- Work with PSU faculty in the development and execution of international faculty-led programs;
- Review program proposal materials and prepare official program budget;
- Coordinate program review with appropriate internationalization council subcommittee;
- Develop program information and application packets;
- Develop and distribute program marketing materials via multiple communication channels, including web;
- Using prepared contract templates, prepare contract drafts for review;
- Submit and track program invoices;
- Update program budgets and prepare student billings;
- Respond to student and faculty questions;
- Conduct pre-departure orientations and/or assist with orientation class as needed;
- Work with study abroad advisors with respect to student processes

This position is initially 13 hours a week (.30 FTE) for the period of September 16, 2009 ? December 11, 2009. The appointment will increase to 19 hours per week (.49 FTE) for the winter and spring terms, January 4, 2010 - June 15, 2010. The graduate assistant is to be registered as a full-time graduate student (9 credits or more) throughout the period of employment. There is some flexibility of work time/day. This position carries a tuition remission benefit equivalent to 9 credits of graduate tuition, and a stipend of \$642/month for the Fall term and \$1048/month for the Winter and Spring terms to be paid in 9 installments October 2009 through June 2010.

Please provide a 1) letter discussing the match between your qualifications and the position activities and list of qualifications; 2) a statement of your commitment to be registered as a full-time student for the full period of the appointment; and 3) a current resume or curriculum vitae by September 1, 2009.

**Please direct materials or questions to: Todd Waddell, Faculty-Led Programs Coordinator, Office of Education Abroad, 503-725-5309 or [waddellt@pdx.edu](mailto:waddellt@pdx.edu).**