Global Engagement Coordinator Graduate Fellowship

The Center for Global Education at The Catholic University of America is accepting applications for the newly created Global Engagement Coordinator Graduate Fellowship. This fellowship is for a new or returning graduate student at CUA. The GEC Fellow will receive a full tuition waiver for three graduate courses (nine credit hours) plus a $18,000 stipend. The term of the fellowship is 9 months, starting a week before classes on August 22, 2016 and ending the last week day of exams on May 5th 2017. The fellowship is for one academic year, with the possibility of a second year renewal, based on satisfactory academic progress, successful performance evaluation of the fellow's work in GE, and funding.

Summary
Coordinates support efforts for International Student & Scholar Services throughout the academic year. Manages the technical and logistical aspects of orientation preparation and operation and cross cultural programming throughout the year as well as general day to day office support.

Responsibilities
The GEC Fellow is expected to be available for up to 19 hours per week. Her/his responsibilities include the following. Other duties may be assigned:

- Supports the mission of CUA's International Student & Scholar Services office.
- Provide general office support: greeting walk in students, help with filing and covering front desk duties such as answering the phone as needed) etc.
- Conduct individual student orientations as needed.
- Learn basic immigration advising.
- Coordinate event logistics for cross cultural programs and orientations, including making room reservations, managing AV needs and communicating with external and internal event support offices.
- Coordinate the communication that goes out to international students regarding programming and campus events, activities and announcements.
- Provide support to ISSS staff and their projects, including updating ISSS website, Facebook page and forms.
Eligibility and Qualifications

1. Maintain satisfactory academic standing in graduate studies at CUA.
2. Demonstrated interest in cross-cultural issues required.
3. Strong communication and interpersonal skills.
4. Excellent organizational skills.
5. Excellent oral and written English language skills.
6. Experience working with social media and web page maintenance.
7. Experience working in international education setting and event planning a plus.
8. Pursuing a graduate program in international studies or a related field a plus.

Application Requirements

1. Résumé. List educational history; academic awards and honors; professional, cultural, volunteer and leadership activities; and employment history.
2. Formal Cover Letter (not an email). Please address your qualifications for this position and what you would contribute to The Center for Global Education.
3. Academic writing sample in English.
4. References. Contact information for three individuals who can provide professional and academic recommendations.

Please send application to Ms. Gudrun Kendon, Director, International Student & Scholar Services, at CUA-ISSS@cua.edu, by 5 pm on July 20th 2016.