INTERNATIONAL AFFAIRS GRADUATE ASSISTANT

POSITION: International Affairs Graduate Assistant
SUPERVISOR: Executive Director of International Affairs
DEPARTMENT: International Affairs

GENERAL JOB DESCRIPTION

Tiffin University seeks a Graduate Assistant to recruit English as a Second Language (ESL) and college-bound students. The position entails frequent phone, written and e-mail correspondence, and evaluation of applicant files. This position also supports international student events, international student services, and retention initiatives. Willingness to work weekends and evenings is also required.

MAJOR DUTIES AND RESPONSIBILITIES

- Strong organization, interpersonal, communication and customer service skills;
- Ability to work independently and meet position goals;
- Demonstrated success working as a member of a team;
- Ability to manage time and willingness to work evenings and weekends;
- A positive attitude, a people-centric approach to work, and a good sense of humor; and
- Ability to travel. A driver's license is required.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence: Fosters collaboration across the University
Communication: Strong decision making and communication skills
Accountability: Formulates effective and progressive strategies aligned with University mission and values
Respect: Creates an engaging, collaborative class room environment by bringing diverse students and ideas together.
Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.
Qualified applicants should forward a cover letter, resume along with references via email to Scott Saracusa at tuemployment@tiffin.edu

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our values. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests.

**NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.