Global Living-Learning Community

Graduate Assistant Position Announcement

2019-2020

Position Summary

The Global Living-Learning Community is searching for a Graduate Assistant for the entire 2019-2020 academic year. The Global LLC is a residential community located in Read Hall and home to approximately 120 undergraduate students who share interests in languages, culture, globalization, and world affairs. Students represent many majors both inside and outside of the College of Arts and Sciences, speak several languages, and come from all areas of the world.

The Global LLC GA will work closely with the four Global LLC professional staff members and provide support to students planning co-curricular and extra-curricular events that meet the Global LLC’s mission of promoting global citizenship.

The GA can expect to work approximately 20 hours per week – at times during business hours, in the evenings, and on some weekends. The compensation package includes: $7,875 per semester stipend, health insurance, and a fee remission/tuition waiver.

Requirements

- Current graduate student at IUB (with preference given to College of Arts and Sciences students)
- Experience working with undergraduates, in areas such as student affairs, service-learning, volunteer programs, etc.
- Global mindset with experience studying and travelling abroad
- Familiarity with basic office functions and computer programs

Preferred Qualifications

- Strong organizational skills
- Proficiency in one or more foreign languages
- Proactive, responsible, and able to complete tasks in a timely and independent manner
- Flexible schedule for office and programming needs
- Dedicated to the Global LLC, involved in activities, and committed to the mission

Responsibilities

- Provide administrative support to the Director, Associate Directors, and Office Assistant for projects, events, logistics, etc.
- Facilitate microlessons, a series of language and cultural programs led by IU cultural experts
- Assist with the Affinity Group program, ensuring that student leaders are resourced and supported
- Manage a weekly newsletter highlighting Global LLC programs
- Attend regular staff meetings
- Create programs that address students’ needs and Global LLC educational aims
- Assist Global LLC residents to brainstorm, organize, advertise, and attend co-curricular and extra-curricular events
- Hold regular office hours
- Model and encourage active community participation by attending meetings, proposing and implementing events, recruiting, marketing, and motivating others
- Review and update marketing materials
- Run occasional errands to Kroger, Target, restaurants, etc.
- Assist with the Books & Beyond organization
- Other reasonable duties as assigned

**Application Process**
- Submit a resume and an essay/cover sheet of 300-500 words describing why you are interested in this position and highlighting your qualifications, previous experiences, and professional strengths. Please email these application materials to glc@indiana.edu by Friday, March 8, 2019.
- Applications will then be reviewed followed by interviews in late March and early April.
- The selected GA will be notified by mid-April.