Position Announcement Spring 2019
Graduate Assistant (GA)
Global Living-Learning Community

Overview:
The Global Living-Learning Community is a residential living-learning community located in Indiana University’s Southeast Neighborhood and home to 120 academically focused students who share an interest in languages, culture, history, globalization, and world affairs. Global LLC students represent over 20 majors (International Studies, foreign languages [Spanish, Chinese, Russian, etc.], Political Science, Economics, Computer Science, Biology, Chemistry, etc.) and speak over 20 languages. The majority of Global LLC residents will study abroad while attending Indiana University.

The Global LLC GA will work closely with the three Global LLC staff members (Director, Alex Lichtenstein; Associate Director, Vera Marinova; Associate Director, Peter Roeth), and will provide support to students planning co-curricular and extra-curricular events that meet the Global LLC’s mission of being a multilingual, multinational, multicultural, multidisciplinary residence hall.

Hours: Approximately, 20 hours per week
Pay: The Graduate Assistant package includes: $7,875 per semester stipend, $2,721 health insurance, and a fee remission/tuition waiver.

Eligibility:
- MA, ABD
- Graduate student status in the College of Arts and Sciences
- Background or experience in student services, student affairs, service-learning, foreign cultural studies, volunteer management, service-corps, etc.
- Proficiency in one or more foreign languages
- Experience with international travel, study abroad, office work
- Familiarity with IU structure, student services, IU resources, academic programs

Preferred Qualifications:
- Strong organizational skills
- Responsible and able to complete tasks in a timely manner
- Personable and sociable, able to recruit others to events, give tours, and host visitors
- Flexible schedule
- Available to work in the late afternoons, evenings, and when events are held
- Available to attend GLLC events as needed
- Tech-savvy with computers and electronics; able to handle basic a/v equipment
• Dedicated to the GLLC, involved in activities, and committed to the mission

Job Duties:
• Administrative: provide support to the Director and Associate Directors (projects, events, logistics, etc.)
• Attend weekly staff meetings
• Assist Associate Director, Vera Marinova, with Books & Beyond organization and general tasks
• Personal programming initiative: creating your own long-term programs, such as previous years’ Leadership Workshop Certification Series
• General programming: work with academic departments, cultural centers, and student service units; language microlesson series; other events
• Assist GLLC residents to brainstorm, organize, advertise, and attend co-curricular and extra-curricular events
• Compile yearly Programming Report {late spring semester}
• GLLC newsletter “Gone Global”: gather articles from students, working with office assistant to format/edit and print each edition
• Hold regular office hours, typically in evenings or on weekends when other office staff are not present
• Attend training/development workshops: service-learning, civic engagement, community development, leadership training, etc.
• Organize a variety of workshops: study abroad, internship, CV/resume, professional development, funding and scholarship, library resources, etc.
• Organize service/volunteering events in Bloomington and elsewhere, (Alternative Spring Break, Griffy Lake Clean-Up, etc.)
• Model and encourage active community participation by attending meetings, proposing and implementing events, recruiting, marketing, and motivating others
• Identify and outreach to new markets for recruiting
• Review and update marketing materials
• Run occasional errands: Kroger, Sam's, Best Buy, printing services, SOA
• Other projects as needed

Application Materials:
• Resume/CV
• 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.
• All application materials must be submitted to Vera Marinova (vmarinov@indiana.edu) no later than Friday, April 20, 2018, at 11:59 p.m.