PROGRAM ASSISTANT - INTERNATIONAL SUMMER PROGRAM
EMORIA STATE UNIVERSITY

Emporia State University (Kansas) seeks to hire a Program Assistant (PA) for its international summer program. The PA is the main contact for international students participating in the Emporia State University Summer International Program. Students participating in the six-week program will be mainly from Japan. The PA plays a vital role in enriching the lives of students who are transitioning into the U.S. and American colleges. The position reports directly to the Program Coordinator assigned by the Office of International Education and will be part of a team comprised of two PA’s (one from the U.S. and one from Japan.)

The position is multi-faceted and includes academic tutoring, counseling, as well as planning, coordinating and implementing recreational events. Below is a summary of the main components for the position:

Academics
The PA will help students transition into the U.S. education system by assisting in their English language acquisition as well as assignments. Specifically, the PA will help students with their daily assignments from a few academic and English courses during study hall. Informally, the PA will help students practice English toward achieving the goal of language fluency. The PA will provide opportunities for discussion and culture integration.

Recreation
The PA will plan, coordinate and implement every day recreational outdoor/indoor activities. In addition, larger activities/trips may be part of weekend programming. Such activities may take place on or off campus and are intended to offer opportunities for students to bond as a group, meet American students, practice English and learn about the U.S. culture.

Counseling
The PA will be familiar with critical concepts and processes that affect international students as they transition into a new culture and academic settings such as culture shock and homesickness. The PA will help students connect with campus resources and encourage them solve problems on their own in order to develop greater degree of independence. The PA will connect students with campus resource to encourage healthy habits for successful integration to the U.S. academic culture, such as time management and stress-relief programs.

Other required tasks
Logistics: The PA will spend substantial amount of time planning activities to ensure successful educational as well as recreational outcomes. With the help of the Office of International Education, the PA will explain activities to students; circulate sign-up sheets, and ensure students’ engagement. In addition, the PA will coordinate meals for weekend activities. In collaboration with the program coordinator, the PA will be required to keep track of the program budget.

Residential advisor: The PA will live in the campus Residence Halls throughout the duration of the program. All PAs will be knowledgeable of basic rules about living on campus, as students participating in the program may or may not have previous experience living on a campus setting. The PA will help students transition into the U.S. campus life by ensuring students are comfortable in their rooms and live in a healthy environment with roommates.

Assessment: Each PA will be assigned a group of students and write in-depth, bi-weekly reports about students. The report will focus on learning outcomes, including study and social habits in order to help identify possible interventions before the student matriculates to his/her permanent college.

Cultural reference: Students will seek the PA for information and guidance about American culture and customs. The PAs will help students understand how Americans view the world. They should also be aware and celebrate Japanese cultural expressions and customs and offer opportunities for cultural exchanges.
General expectations

- The PA will understand the implicit boundaries of being a counselor while maintaining a friendly attitude toward students.
- The successful candidate will feel comfortable setting the boundaries as to when students can and cannot come see him/her.
- The PA will understand the developmental stage of international students, especially sympathizing with their fear, anxiety, and pressures associated with the unknown. At the same time, the PA will define clear expectations on students and enforce basic rules for staying healthy and secure good academic performance during the program; such as sleeping habits, time management, faculty-student relations, etc.
- The PA will maintain fluid contact with the Program Coordinator and the Japanese PA counterpart. In case of crisis, the PA will seek guidance and leadership from the two parties.

Preferred skills and experiences:
The ideal candidate for the position will be a university student (undergraduate or graduate) who can demonstrate the following required skills, competencies and experiences:

Required:
- Superior leadership skills
- Excellent command of the English language as native speaker
- Experience working with college-age students
- Experience developing campus programs and events
- Familiarity with student development theories
- Strong interpersonal and intercultural skills
- Proven capacity to work in a team, under minimal supervision

Preferred:
- Experience living in a foreign country and/or learning a foreign language
- Familiarity with the Japanese language and culture

Benefits
This is an ideal opportunity for anyone willing to work with college-age students, especially international students. The successful candidates will receive the following benefits as part of this position:
- A taxable stipend of $1,322 (undergraduate) and $1,348 (graduate and other), divided in bi-weekly payments
- Free room & board during the duration of the program

Application
The Office of International Education will review applications starting April 15, 2016 until the position is filled. Candidates will submit the following materials as part of the application packet:
- Cover letter stating interest and elaborating on personal strengths for this position
- Resume stating relevant experience for this position
- Contact information of two references

Dates of Employment: June 17 – July 30, 2016

Application materials must be submitted to:

Ref: International Summer Program Assistant
Att: Ms. Chie Zenno
Emporia State University – The James F. and Dorine D. Harter Office of International Education
1 Kellogg Circle Box 4041
Emporia, KS 66801

Inquiries and recommendations should be directed to Ms. Chie Zenno via mail or email (czenno@emporia.edu).