

Position Type: **Graduate Assistant**
Budget Title: Graduate Assistant – 10 months
Department: International Graduate Programs for Educators (IGPE)
Rate of Pay: \$11.00/hour
Work Hours Available: Monday – Thursday (8:30 am—3:30 pm)
Department Website: www.buffalostate.edu/ilsc
Contact Person: Mrs. Leah Loveless
Contact Email: intlearning@buffalostate.edu
Contact Fax: #716-878-6809

Brief Job Description:

- Update & maintain Program website
- Work with Alumni Affairs Office to update & maintain IGPE alumni information
- Work with Assistant Director to maintain electronic student documents
- Work with Admissions Coordinator & Registration Coordinator to compile admissions documentation & student course registration requirements
- Process & distribute in-coming & out-going mail

Required Qualifications:

- Current or entering Buffalo State graduate student status (minimum 9 credits) in good academic standing (minimum 3.0 GPA)
- Excellent technology skills
- Excellent verbal & written communication skills

Preferred Qualifications:

- Experience with website management
- Related professional experience
- Experience with international populations

Anticipated Date of Hire: September 1st, 2010

Submission Deadline: August 1st, 2010

Required Applicant Documents (submitted electronically to Mrs. Leah Loveless):

- Cover Letter
- Résumé (Professional)
- 3 Professional References