

Job Title: Cultural Programming Graduate Assistantship, Center for International Education, UW-Eau Claire	
Supervisor: Lee Chepil, International Student Manager	Department: Center for International Education
Email: chepillw@uwec.edu	Phone: 715-836-4411
Start Date: May 27, 2025, (preferably)	End Date: May 21, 2027 (tentative)
Compensation: <ul style="list-style-type: none"> • \$18,667 for 12-month contract, 20 hours/week • Flexible scheduling throughout contract 	
Job Duties:	CultureFest Event Planning CultureFest is a one-day event that brings together 20+ participant groups and over 1,000 attendees to showcase cultural backgrounds from around the world. Participant groups are both student groups and from the community. <ol style="list-style-type: none"> 1. Assist with the planning, organization, and marketing of CultureFest 2. Recruit and supervise CultureFest interns and volunteers 3. Manage communications between on-campus and off-campus participant groups 4. Collaborate with UWEC Event Services and Dining and other campus partners
	International Scholar Programming UW-Eau Claire hosts International Scholars (faculty) and the Center for International Education oversees onboarding and cultural programming for the scholars. <ol style="list-style-type: none"> 1. Assist with International Scholar arrival and onboarding; collaborate with other university offices to create scholar programming 2. Update scholar website and programming materials 3. Organize cultural activities and events for visiting scholars 4. Create newsletter

	<p>Host Friend Program Support</p> <p>The Host Friend Program at UW-Eau Claire connects new international students with community members to welcome and support students in their new living environment. The</p> <ol style="list-style-type: none"> 1. Review Host Friend program applications from incoming international students and Host Friends 2. Manage communications between the office, students, and community members 3. Organize 2-4 Host Friend events each year
<p>Job Requirements/ Knowledge/Skills:</p>	<ol style="list-style-type: none"> 1. Excellent communication skills (verbal and written) necessary 2. Strong organizational skills and detail-oriented 3. Ability to work effectively and collaboratively with other campus units 4. Ability to communicate and work with diverse groups and individuals 5. Ability to motivate, support, and encourage volunteers 6. Ability to develop marketing materials for outreach efforts, i.e. flyers, advertisements, videos 7. Knowledge and usage of MS Excel, Word, and Outlook 8. Some required events are outside of normal work hours. Applicant must have the ability to organize and attend these activities. 9. Preference given to individuals with an interest in pursuing a future career in international education 10. Preference given to those with some direct experience in study abroad and/or working with international students and scholars <p>Note: This assistantship prefers a two-year commitment.</p>