



International Student Services Mentorship Special Project Graduate Assistant

Terms

The International Student Services Graduate Assistant (GA) is a full-time GA position (20 hours per week) starting on August 25, 2025, and ending on May 2, 2026. This position will be offered a currently enrolled, full-time, GVSU graduate student. The position provides a tuition waiver for a maximum of 9 graduate tuition credits and a \$6,500 stipend per semester for both the Fall and Winter semesters.

Responsibilities

- Oversee all aspects of the launch of the new iStudent Mentorship program, with significant support from the ISS Team (10%)
- Design and conduct mentorship community gatherings for international students (10%)
- Through the program, work closely with the International Student population to improve integration and retention efforts, with special attention to the rapidly growing graduate student population and the school of computing (10%)
- Act as liaison for the Admissions' Ambassador program and with Student organizations with an international focus such as the Indian Student Association, Nepali Student Organization, United Nations organization, African Student Association and Graduate Student Association (10%)
- Maintain engagement with program, highlighting student experiences, stories, and marketing upcoming events on social media platforms and the ISS website as needed (10%)
- Support and represent the ISS team mentorship community events, for example:
 - Orientation, Kickoff, Holiday celebrations, etc. (10%)
- Creation of reference and education materials for use by program participants and other campus offices (10%)
- Creation of guides for new and current international students (ex. Expectation Guide) (10%)
- Research topics as necessary (ex. peer institutions, university practices, community resources) (10%)
- Prepare and deliver presentations to upcoming and existing international students (10%)

Qualifications

- Required
 - Currently enrolled, fully admitted to a GVSU graduate degree program, and in good academic standing (i.e. must have, and maintain throughout the length of the GA contract, a 3.0 or higher GPA).
 - Proven planning and organization skills.
 - Demonstrated ability to work independently and manage fluctuating workload and seek guidance as needed.
 - Strength in creativity, adaptability, and problem-solving.
 - Interest in improving ISS offerings and international student experiences.
 - Experience with international students abroad or in the US (Study Abroad, Extensive international travel or volunteerism, etc.)
 - Two-semester commitment.
- Preferred
 - Interest in Careers in International Education.
 - Background in diverse cultures or upbringing overseas.

Workstation

The GA will have the choice of working in a shared GA office or the communal workspace in the International Center, the ISS designated space in the iHouse, and remote locations of the GA's choosing. The GA will be provided with all items necessary to complete assignments including the use of an office computer, office supplies, and access to funds for programmatic events with the approval of the ISS Director.

Orientation

The GA will be introduced to the office staff and space during the first week of work. During this week the GA will also be briefed on the expectations for the role, set goals for the semester, and gain access to key ISS tools (such as email). Training will continue throughout the role as new projects arise.

All new graduate assistants are required to attend the Graduate School's mandatory New GA Orientation Friday, August 22, 2025, 3:00-4:00pm in the Loosemore Auditorium on the downtown Pew campus.

Supervision and Evaluation

The ISS GA will report directly to Andres Ortiz-Estevez, with Libby Jawish, Director of ISS, as the secondary supervisor. The GA will also work with the ISS Team and PIC Staff as needed. The GA will meet weekly for 1:1 check-in with Andres Ortiz-Estevez. Performance will be assessed based on the GA's ability to complete tasks thoroughly, with independence, and promptly. Andres, as supervisor, is available for questions, guidance, and support at every level for GA success.

Selection Process

The chosen candidate will be selected based on their provided resume, cover letter, and two professional references. These documents will be reviewed by the primary and secondary supervisors. Interviews will be conducted as necessary. All GA positions must be posted in Workday. Students will apply via Workday.

Contact Information of Supervisor:

Primary:

Andres Ortiz-Estevez
International Student Services Coordinator
130 Lake Ontario Hall
1 Campus Drive, Allendale MI, 49401
616-331-3898
ortizesa@gvsu.edu

Secondary:

Libby Jawish
Director of International Student Services
130 Lake Ontario Hall
1 Campus Drive, Allendale MI, 49401
616-331-3898
jawishel@gvsu.edu