

**Office of International Affairs**  
Office of International Student / Scholar Services  
and International Special Programs



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## **Position Descriptions & Application** For **International Special Programs** **Summer 2009**

### **International Program Assistants (IPA),** **Assistant Coordinators,** **and ISP Housing Coordinator**

#### **Summary of Responsibilities and Duties**

As a representative of Portland State University, International Program Assistants (IPAs) and Assistant Coordinators work with diverse groups of international students, faculty, visitors, adult participants, and professionals who are participating in short-term custom designed programs coordinated by the International Special Programs within PSU's Office of International Affairs. The primary role of IPAs and Assistant Coordinators is to facilitate the transition of program participants to the PSU campus, Portland city, to American family life and to American culture in general. Specifically, IPAs and Assistant Coordinators introduce program participants to the academic, cultural, social, and physical environment at Portland State University.

This position reports to: Program Managers: Katherine Morrow, Judy Van Dyck, and Jeff Baffaro  
International Special Programs – [www.isp.pdx.edu](http://www.isp.pdx.edu)  
Office of International Affairs  
East Hall, Room 101

#### **General Responsibilities and Duties for Program Assistants & Assistant Coordinators**

- 1) Assist with planning and coordination of program activities, such as field trips, local site visits, cultural/recreational events, picnics, etc.
- 2) Drive a 12-passenger van or an 8-passenger van.
- 3) Disseminate information about a variety of topics (resources, program policies and rules, directions, program schedule events, cultural information, safety/emergency procedures information, etc.) to visiting international students during the program.
- 4) Lead campus tours, downtown tours, departmental tours and orientation/information sessions to groups of students during the program.

- 5) Initiate and develop open communication in general with students during the program, and participate in the weekly International Student Coffee Hour with your group of students; participate in a Conversation Hour with students if asked.
- 6) Model responsible and courteous behavior.
- 7) Collaborate with program administrators and staff, teaching faculty, colleagues in housing, assistant coordinators, and other IPAs in order to facilitate the success of all components of the students' program.
- 8) Required participation in all staff training activities as identified under "Training."
- 9) Assist with program related projects that may include: preparing program materials; assisting classroom teachers as requested; general office work (data entry, creating student rosters, developing an activities newsletter, preparing orientation packets, etc.)
- 10) Accompany students to doctor/medical visits, as needed.
- 11) Participate in the continual evaluation process of the program and the students' progress and participation in the program.
- 12) Other duties as assigned by the Program Manager and/or Coordinator of the specific program.
- 13) Assist the Housing Coordinator with dormitory move-in/move-out duties for your assigned program group as needed.
- 14) Assist the partner homestay organization leaders with bussing duties during the first few days of your assigned program group as needed.

### **Additional Responsibilities for Assistant Coordinator Position(s):**

1. Responsible for initiating and assuming a leadership role.
2. Manager of IPA team assigned to this program.
3. Responsible for oversight/management of program participants.
4. Responsible for day-to-day operations/management, particularly details and logistics, of your assigned program.
5. Responsible for communicating with IPA team, program instructors, guest speakers, ISP Program managers, chaperone/group leader, housing staff, and necessary PSU offices.
6. Develop rapport and coordinate with accompanying group leader/chaperone(s).
7. Responsible handling of program money/petty cash.

### **ISP Housing Coordinator Responsibilities & Qualifications**

- Knowledge of Ondine/Broadway Hall/Summer Conference housing policies, procedures, personnel and resources.
- Responsible for ISP storage room key and housewares inventory, including buying new housewares.
- Ability to be a liaison with PSU Summer Conference Housing staff.
- Responsible for coordinating set-up, removal, and temporary storage of small appliances and housewares in participants' rooms, with the assistance of each program's IPA's.
- Must be able to lift 20 pounds; and be willing to engage in physical work of moving small appliances and housewares.
  
- Responsible for informing program assistants for each program group regarding cleaning and check-out procedures, and schedule for removal of housewares.

## Student Characteristics

International Program Assistants, Assistant Coordinators, and Housing Coordinators who work in the PSU International Special Programs Office shall possess or have the capacity to develop the following characteristics:

- ⊙ Time-management skills
- ⊙ Ability to be a positive role model
- ⊙ Ability to work as a productive team member
- ⊙ Dedication to goals of the ISP office
- ⊙ Appreciation for different cultures
- ⊙ Pride in Portland State University/ Portland
- ⊙ Interpersonal skills
- ⊙ Effective communication skills
- ⊙ Commitment to international understanding
- ⊙ Ability to accept direction and positive criticism from supervisors
- ⊙ Sense of responsibility
- ⊙ Sense of humor
- ⊙ Flexibility
- ⊙ Initiative
- ⊙ Creativity
- ⊙ Presentation skills
- ⊙ Conflict resolution skills
- ⊙ Positive attitude
- ⊙ Self-confidence

## Qualifications

To apply for the job and be considered a candidate for an **International Program Assistant** position, **Assistant Coordinator** position, or **ISP Housing Coordinator**, applicants at the time of application AND throughout the duration of your involvement with the program should have the following qualifications:

- 1) **Preferably** have completed at least your freshman year by the end of spring 2009;
- 2) Have knowledge of a second language (preferably Mandarin Chinese, Korean, Japanese, or German).
- 3) **Preferably** have study or travel abroad experience or plan to participate in a PSU study abroad program.
- 4) Have a sincere interest in working with international students and international guests of PSU
- 5) Be familiar with the PSU campus, university resources, and points of interest/resources in downtown Portland and surrounding areas. IPA/Assistant Coordinator positions for the **BW German Program** (Sept. 1-19) **require** familiarity with Portland, University of Oregon, Eugene, or Oregon State University, Corvallis.
- 6) **Preferably** hold a valid driver's license, have 3+ years of driving experience, have a clean & safe driving record, and be able to drive (or willing to learn to drive) a 12-passenger van or 8-passenger van.
- 7) Submit a **complete application**, with **resume** attached.
- 8) Complete the IPA & Assistant Coordinator **unpaid 2-day** training program satisfactorily during the **week of June 16-19, 2009** (exact days TBA).
- 9) Participate in all assigned program activities and associated trainings as outlined below and in the specific program calendars.

## **Desirable Experience and Qualifications**

### **For Assistant Coordinator Positions:**

- Prior experience in a leadership, supervisory, or teaching role
- 1-2 years experience in an office setting or university campus setting
- Experience with customer service in a cross-cultural/multi-lingual setting
- Experience working as a team member
- Prior experience with logistics coordination/planning
- Available 9am–6pm, M – F, occasional evenings and weekends.

### **For Intl Program Assistant Positions:**

- Previous work in an office/campus setting
- Experience with customer service
- Experience working as a team member
- Available noon – 5pm, M-F, occasional evenings/weekends.

### **For Housing Coordinator Position:**

- Previous work in an office/campus setting
- Experience with customer service
- Experience working as a team member
- Availability weekends and evenings
- Must be able to drive and lift 50 pounds

## **Training**

All staff must satisfactorily complete a **mandatory unpaid** 2-day training program before being assigned to a specific program. Additionally, all International Program Assistants must: participate in a final planning meeting (paid) before the specific program begins, attend scheduled staff meetings; and attend a program evaluation/closing session.

Training Schedule: - 9:00-5:00, 2 days, during the week of June 16-19, 2009  
Exact days and schedule TBA

## Summer Program Commitments

International Program Assistants and Assistant Coordinators will be assigned to work in either 1, 2, or 3 of below listed programs.

### **Tentative List**

	Approx Total Work Hrs. in the Program	Approx Weekly Hrs.
<b><u>July:</u></b>		
University of Ulsan Art Program	120 hours	30 hours
Various Korean University Groups: late June – mid July	100 hours	30-35 hours
Various Korean University Groups: late June - mid July	100 hours	30-35 hours
Showa, Japanese Medical students: mi-July to early Aug	120 hours	30 hours
Tomogaoka High School: mid to end of July	60 hours	30 hours
Soochow Univ Teachers: mid to end of July	60 hours	30 hours

### **August:**

Wayo University Program: late July – late August	120 hours	30 hours
Kansai University Program: all of August	120 hours	30 hours
Tokyo University of Science Program: early Aug – early Sept	160 hours	40 hours
Tezukayama Univ Program: mid-Aug – beg September	90 hours	30 hours
America Plus Program: mid August – mid Sept.	120 hours	30 hours
Tokyo Seitoku College: mid to end of August	60 hours	30 hours
Fulbright Gateway Orientation: end of August	80 hours	40 hours

### **September:**

Ryutsu Kagaku University: end of Aug to mid September	90 hours	30 hours
Nagoya University: end of Aug to end of Sept.	120 hours	30 hours
Baden-Wuerttemberg German Students	160 hours	60-70 hrs.

**Program Assistant WORK HOURS** vary according to each program, as well as vary from day to day. Typically IPA work hours are from 12:00 noon to 5:00pm, Monday-Friday. Somedays work hours may be shorter or longer. Several programs also require evening and weekend work. At the beginning of many programs, IPA's will be required to help with early morning bussing duties for 3-4 days.

**Assistant Coordinator WORK HOURS** usually entail a full 8-hour work day; and may involve work (email correspondence) from home as needed. Some programs require evening and weekend work. NOTE: some programs will NOT have assigned Assistant Coordinators.

**In addition** to working specifically scheduled hours as outlined by each program, International Program Assistants and Program Coordinators are required to participate in:

1. a mandatory unpaid 2-day training session in mid-June, dates TBA
2. weekly International Student Coffee Hour every Wednesday from 3:30-5:00, during the course of your assigned program(s),
3. pre-program planning meeting(s),
4. attend regular staff meetings, and
5. submit an evaluation report about your experience at the end of your contracted work period.

## **Compensation/Hourly Pay**

Payment is available to US residents or international students with proper US work authorization. Payment will be based on the following compensation scale:

- \$8.50 per hour for new IPAs
- \$8.75 per hour for 2<sup>nd</sup> year IPAs
- \$9.00 per hour for 3<sup>rd</sup> year IPAs
- \$10.00 per hour for Assistant Coordinator IPAs
- \$9.00 per hour for Housing Coordinator
- + 25¢ per hour for IPAs who can drive a van
- + 25¢ per hour for IPAs who can be a Language Assistant

IPAs, Assistant Coordinators, and Housing Coordinator are hired as Student Employees or as staff on a Wage Letter. In either case, hours worked are documented electronically via submitting a monthly timesheet, which is approved by a supervisor.

### **Additional Benefits:**

- Lunch will be provided during 2 of the staff training days.
- Occasional staff meals will be provided when the program group engages in a group meal.
- Staff will receive free admission to events/activities when the program group receives the same.

## **Application Submission Procedures**

Completed applications are due in the Office of International Affairs (East Hall 101), by 5:00 p.m., **May 11, 2009**. Please submit by e-mail, hard copy, or fax. If you have questions, please contact Judy Van Dyck at tel: 503-725-4094, fax: 503-725-5320, [isprog@pdx.edu](mailto:isprog@pdx.edu)

Applications available at [www.isp.pdx.edu](http://www.isp.pdx.edu)

Complete application consists of:

1. Application form
2. Resume
3. Contact information for 2 references