2018 International Student Orientation Coordinator

International Student and Scholar Services (ISSS) is seeking a Penn graduate or undergraduate student to help prepare and facilitate Fall 2018 orientation activities for incoming international students and assist with ISSS office operations.

International and U.S. graduate and undergraduate students are encouraged to apply.

International Student Orientation Coordinator (ISO Coordinator)

Description: Working under the supervision of ISSS staff, the ISO Coordinator will be responsible for the following: assist and support ISSS Program Coordinator with overall preparation and implementation of orientation programs/events and immigration check-in sessions; serve as the point of contact for Penn units and outside organizations; recruit area businesses to donate prizes for activities; manage budget and properly track and record expenses; design flyers, posters and signs; coordinate purchase of ISSS promotional items; collect pamphlets and brochures from Penn and non-Penn service providers; participate in all orientation activities; manage event registration; enter activity evaluation data; evaluate orientation activities; provide support to ISSS office operations; and perform additional duties as assigned.

Time commitment: Approximately 15 - 20 hours/week from July 9 to July 27; approximately 20 – 30 hours from July 30 to August 27; approximately 5 -10 hours from Aug. 27 to Sept. 1; and approximately 5 – 10 hours from Sept. 5 - 15. Expected hours per week will increase as fall orientation draws closer. Some evening and weekend hours during orientation may be required.

Compensation: $15/hour

Qualifications: Must be a current student at the University of Pennsylvania through the fall 2018 semester. Excellent communication and organizational skills, as well as good judgment, are required. Must be able to work effectively in an office environment with a professional demeanor. Must be punctual, responsive, cooperative, flexible, and reliable, as well as be able to take direction from ISSS Staff. Leadership, public speaking skills, and event coordination experience are highly desirable. Experience with graphic design (Adobe InDesign, Photoshop, etc.) is a plus.

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest by e-mail to iso@pobox.upenn.edu. This email address is for application use only.

Application deadline: The deadline to submit applications is 11:59pm Sunday, April 1, 2018. Interviews will follow thereafter.

Please note that this position qualifies as on-campus employment for F-1 or J-1 international students with Penn-issued I-20 or DS-2019 documents and, therefore, does not require additional USCIS authorization for continuing international students.