## Graduate Assistant Position Description

**Title:** International Student Coordinator  
**Department:** Student Engagement/Graduate Student Senate (GSS)  
**Program:**  
**Supervisor:** Associate Director Student Activities and Involvement (SAI)  
**Weekly Hours:** 20 hours  
**Stipend:** $25.23 per hour for the appointment term, paid bi-weekly  
**Appointment Term:** 08/27/2017 - 05/26/2018

### Periods of Non-Responsibility
Please discuss time off requests with your supervisor in advance.

### Appointment Renewal
This appointment is for the indicated term only and there is no assurance of it being renewed. Please note that rights and obligations accruing to graduate assistantship appointments are covered by a collective bargaining agreement. The most current agreement can be found at: [http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17%20vfsigned.pdf](http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17%20vfsigned.pdf) Please familiarize yourself with its terms and request clarification as needed from your Graduate Employee Organization (GEO) leadership.

### Student Affairs and Campus Life (SACL)
Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant’s professional goals. It is within this context that SACL makes this assistantship available.

### General Summary of Position
The International Students Coordinator will identify and advocate around issues that international students face, and increase international student involvement in GSS. The international student coordinator is in charge of organizing and mobilizing on behalf of international graduate students within the University.

### Typical Duties and Responsibilities
*General Staff and Officers’ duties:*
1. Plan, coordinate and attend all GSS events.
2. Maintain GSS office hours (10 hours).
3. Mobilize graduate students around issues of representation.
4. Organize graduate students across departments and constituencies.
5. Attend all GSS Senate/general meetings and staff meetings.
6. Collaborate with staff, officers, and Senate on GSS campaigns.
7. Contribute to GSS media (blog, Facebook, and Twitter).
8. Participate in position training and retreats at beginning and end of term.
The International Student Coordinator’s responsibilities include but are not limited to:

1. Organize around issues that international graduate students face at UMass.
2. Increase international student engagement within GSS, GSOs and agencies funded by GSS.
3. Mobilize international students at social and campaign-related events.
4. Coordinate with senators to bring international student issues to the Senate for discussion and help to build solidarity across departments.
5. Plan, coordinate, promote, and participate in the IPO international coffee hours that are held every month.
6. Chair the International Student Issues Committee.
7. Help international students navigate the services and programs offered for international students and their families.
8. Collaborate with the International Programs Office (IPO), the Student Legal Services Office (SLSO), Center for Counseling and Psychological Health (CCPH), Center for Women and Community (CWC), Graduate Employee Organization (GEO), Office of Family Resources (OFR), Stonewall Center, Center for Multicultural Activity and Student Success (CMASS), North Village (NV) and other agencies to organize events for international students.
9. Serve on relevant committees and councils such as the Status of Diversity Committee, the Graduate Council, the Student Activities and Campus Life Advisory Board, among others.

Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPPA); Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Minimum Required Qualifications

1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
**Compensation and Benefits**

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement ("Contract") with the Graduate Employees Organization ("GEO") in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

Some assistantships may receive additional compensation reflecting specific requirements of the assistantship. *In the case of this assistantship*, no additional compensation is provided.

**Collective Bargaining Agreement**

Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement ("Contract") with the Graduate Employee Organization ("GEO"), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at: