

International Student Excellence Programs Program Leads (3 positions available)

General Description

The Program Lead plays a key role in planning and implementing programming within ISEP's three different programs: Global Scholars, Intercultural Citizenship, and the International Peer Group.

Responsibilities

The Program Lead will:

- Collaborate with ISEP administrative staff to create quarterly event calendars for ISEP.
- Coordinate the planning and logistics for events and activities, including volunteer projects, program events, and other activities on and off campus.
- Provide administrative support for all programs and activities associated with the ISEP Office.
- Help build relationships with campus and community organizations.
- Recruit student volunteers and help sustain their engagement with the ISEP Office. Maintain a volunteer database for all events and provide all volunteers with regular event updates.
- Perform various clerical duties like filing, copying, running errands, answering the phone, and assisting students.
- Other duties as assigned.

In addition to the above responsibilities, one Program Lead will be hired for each of ISEP's three programs and will have the following duties:

Global Scholars Program Lead

- Manage school-specific and other academic resources for ISEP participants.
- Assist in coordinating the ISEP Peer Learning (tutoring) program, including logistics for peer learning services, tutor sign-ups, training, and assessment

Intercultural Citizenship Program Lead

- Assist Director in coordinating service opportunities with on- and off-campus organizations
- Coordinate Friends of ISEP - a group of ISEP alumni and others seeking to stay involved with the program
- Plan and assist in facilitating biweekly dialogues on current events and diversity issues

International Peer Group Program Lead

- Assist Program Coordinator in coordinating the Mentee Committee
- Assist Program Coordinator in creating the weekly staff meeting syllabus
- Serve as a resource for IPG Mentors in planning Mentor Family Activities and check-in sessions

Required Skills and Qualifications

- Be a current full-time UCI undergraduate student
- Maintain a cumulative GPA of 2.5
- Strong organization skills and ability to work independently

- Ability to plan, organize, and execute events in collaboration with community partners and campus units
- Expert knowledge of Microsoft Office Suite, Adobe Photoshop, MailChimp, WordPress, and Canva
- Excellent skills in: writing, interpersonal communication, and public speaking

Pay Rate

- \$11.25 per hour at 10 hours per week

Required Events

The tentative start date for this position is Monday, August 28. If hired, you will be required to attend the following events:

- Paid staff training: Sept. 11-15, 9:00 - 5:00 pm
- International Student Orientation: Sept. 18-22, hours TBD - evening hours required
- Welcome Week: Sept. 25-27, hours TBD

How to Apply

Submit your resume and cover letter to Bianca Angeles at angelesb@uci.edu. *In your cover letter, please indicate which program you are interested in: Global Scholars, Intercultural Citizenship, or International Peer Group.*

Select applicants will be contacted for interviews. Applications are due on **Monday, July 31st at 5:00 pm.**