

Supervisor: Dr. Jewell Winn – Executive Director - Office of International Programs

Position: Graduate Assistant (GA)- Global Faculty Fellows Program (Janeth Garcia)

Position Summary:

The Tille III GA's role in the **Office of International Affairs** is to support the office's activities with data collection, data analysis, meetings logistics, presentation, summary reports, agenda, manage e-learn platform, communications activities, supporting the Global Faculty Program, as well as all other duties assigned contribute to the overall success of the office's operations.

Responsibilities:

- **Administrative Tasks:** preparation of materials for meetings, presentations, and workshops, assisting in responding to inquiries via email, phone, or in-person visits.
- **Data Analysis and Reporting:** data collection, data analysis to generate reports and summaries to inform decision-making and strategic planning.
- **Activities and Events:** Plan and assist events (Meetings, workshops, seminars, etc.).
- **Teamwork.** Work with the team's office international of affairs, global faculty fellows and others faculty and office members at TSU.

Qualifications:

- Doctoral student
- Strong interpersonal and communication skills to interact effectively with a diverse student population, faculty, and staff.
- Proficiency in using office software.
- Customer service skills
- Experience in event planning, program coordination
- Sensitivity to cultural diversity and commitment to promoting inclusivity on campus.