Work Study Position Description  
Foundation for International Understanding Through Students (FIUTS)  
**Job Title:** Orientation Assistant

**Job Location**  UW HUB  
**Pay Rate**  $14.00  
**Employment Period**  Summer Full Time  
**Hours Per Week**  40 hrs/wk - Summer, possibility of academic year

**Contact Supervisor**  Era Schreper  
**Phone Number**  206-543-0736  
**Email Address**  era@fiuts.org  
**Website**  www.fiuts.org

**Nature of Organization**  
The Foundation for International Understanding Through Students (FIUTS) connects university students with local and global communities through programs that build international awareness, cross cultural communications, and informed leadership. Founded in 1948, FIUTS has been promoting engagement between international students and members of our community, building bonds of friendship that extend beyond borders and stereotypes and inspire a new generation of leaders.

**Nature of Position**  
The **Orientation Assistant** plays a key supporting role in FIUTS programs that provide transition support, social integration, and enrichment to more than 2,500 new University of Washington international students and scholars expected to join our community this fall. Tasks support a variety of activities, including formal orientation programming, information sessions for new students, and large and small-scale social events. The International Student Services Intern is a key member of the FIUTS staff team, helping to ensure that program activities are in line with FIUTS’ mission to inspire international awareness and understanding.

**Duties and Responsibilities**  
**Duties Include:**  
- Provide support to the Manager of Student Programs in preparation and delivery of international student orientation programming.  
- Answer incoming email and phone inquiries from new students  
- Orient and train student volunteers for a variety of positions
• Support the creation of presentations, welcome folders, and other materials for new UW students
• Utilize social media to communicate with new students preparing to attend the UW
• Collaborate with staff, interns, and office volunteers
• Serve as a member of the staff team at events and programs
• Do basic data entry in databases and spreadsheets and support program evaluation
• Assist other staff members with projects as assigned.

Minimum Qualifications
• Interest in cross cultural programs and education.
• Experience working with elementary aged students, preferably in a classroom setting.
• Experience developing or delivering curriculum to elementary aged students.
• Comfort coordinating and training college age volunteers.
• Ability to balance multiple priorities and work with minimum supervision.
• Demonstrated public speaking ability.
• Able to work effectively both independently and as a part of a small team.
• Able to work occasional evening and weekend hours as needed.
• **Must have a valid WA State Driver’s License**

Educational Benefits
This position offers candidates an opportunity to do creative and impactful work in an education setting outside of the classroom, and to gain concrete experience in a nonprofit office setting. In addition to stated duties, work study employees at FIUTS have opportunities to learn and practice other nonprofit professional skills as well, including planning, fundraising, communications, social media, etc.

How to Apply
Please send a resume and cover letter to Era Schrepfer, Executive Director at era@fiuts.org. Please indicate expected graduation date. Preference will be given to candidates with the potential to stay for one year or more.