The Orientation Assistant plays a key supporting role in the implementation of several key FIUTS programs aimed to provide transition support, social integration, and enrichment to more than 2,400 new University of Washington international students and scholars expected to join our community in fall, 2018. Tasks support several programs, including international student orientation, student activities, and student leadership development. The Orientation Assistant is a key member of the FIUTS staff team, helping to ensure that program activities are in line with FIUTS’ mission to advance international awareness and understanding. Responsibilities fall into four main program areas:

**International Student Orientation**
- Partner with the FIUTS Manager of Student Programs and Student Programs Coordinator to plan and implement FIUTS’ ten-day International Student Orientation program, welcoming more than 2,400 new international students.
- Support the recruitment, training and coordination of approximately 150 FIUTS Facilitators (volunteers that serve as peer leaders for new international students.)
- Support planning and coordination of orientation social events – including publicity, ticketing, sign up, transportation, and evaluation.
- Respond to student queries and concerns in person and via phone and email.
- Communicate with guest speakers about session details, including parking, handouts, presentations, and evaluations; greet and introduce speakers for sessions.
- Create orientation packets and other materials for distribution to new students.

**Graphics and Web Design**
- Support the FIUTS Manager of Student Programs with design and layout of the Orientation Program using Adobe in-design or other creative suite software.
- Modify and update web pages as necessary.

**Fall Quarter Programs**
- As a part of the administrative team, work with other staff to create a welcoming and efficient atmosphere to students when they visit the FIUTS office, including oversight of signage, event ticketing, evaluation and tracking, and welcoming visitors to the office.
- Be a resource to students as classes begin and take part in social and intercultural activities to facilitate interaction between students and support activity coordination, volunteer recruitment and coordination, campus and community relationships, overall logistics, and post-event evaluation.
- Oversee group events as needed, including conversation groups, excursions for new students, and leadership development experiences.
• Support Homestay host recruitment, community events, K-12 outreach, long-term strategic planning and other programs that take place during the internship period.
• Become familiar with all FIUTS programs in order to provide up to date and accurate information in response to student inquiries.

General Organizational Role/Other Duties:
• Serve as part of the staff team of a small nonprofit organization based at the University of Washington in Seattle. As part of the staff, the intern will participate in all of the activities of the organization, from program development and strategy to implementation, and will take part in daily programs and activities as needed.
• As part of this position, the intern can utilize FIUTS resources and access the FIUTS community to complete a capstone project in international education, youth programs, student leadership development, or nonprofits with support from FIUTS staff.
• As needed, support other staff members and programs, including summer visiting groups, homestay, or K-12 education outreach.

Qualifications:
• Experience or interest in working with international students and scholars
• Flexibility and openness to new experiences and perspectives
• High level of confidence with new technology; design or graphics experience a plus
• Ability to work independently and as a member of a small team
• Comfort with ambiguity and regularly changing situations and schedules
• Sensitivity to diverse cultures
• Creativity and interest in innovation and new projects
• Valid driver’s license and comfort with driving large vehicles (7-8 passenger minivan)
• Availability to work non-traditional hours, especially throughout the month of September
• Comfort with a variety of software applications and social media.

Compensation:
• $16 per hour
• Casual and innovative nonprofit environment on a beautiful university campus with a hardworking team passionate about international education and global leadership.
• Access and connections to mentors and international education professionals throughout the Puget Sound Region.
• ORCA transit pass.

To Apply: Send email with resume and cover letter as a pdf to:

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