



1200 University Street, Unit 9519  
Spearfish, South Dakota, USA 57799-9519

**JOB DESCRIPTION:** Student Worker, Office of International Relations & Global Engagement

**APPLY BY:** As soon as possible and by September 1, 2019

**START DATE:** As soon as possible and by September 1, 2019

**1. Description of duties:**

The Student Worker will work with the Office of International Relations & Global Engagement with the goal of contributing to campus globalization and assisting international students and students studying abroad. The Student Worker will work with the office's professional staff on various areas of responsibility which could include general administrative office duties (answering emails and phone calls; greeting and assisting students, faculty or guests who visit the office; organizing files and entering data; and, other similar tasks); marketing and outreach initiatives for study abroad, international student programming, and the like; and/or supporting our Academic English Program through one-on-one student tutoring. The Office of International Relations expects student workers to work a minimum of 8 hours per week.

**2. Desirable qualities of a successful Student Worker include:**

- Eligible for federal work-study
- Academically motivated with a record of high achievement
- Positive, outgoing personality, and curiosity for cultures and people different than yourself
- General comfort working with similar aged students in a professional capacity
- Ability to remain patient and understanding of the needs of international students
- Interest in areas of multiculturalism, diversity, or other similar interests
- Trustworthy, honest and reliable

**2. How to Apply**

Send a brief, written application with your full name, student ID, major(s), and expected graduation date. In your application, please explain: 1) why you are interested in this position, 2) why you think you would be a good Student Worker for the Office of International Relations & Global Engagement, 3) what qualities you have that match those listed above, and 4) what excites you most about the idea of working in an international office. **Please send written application as a Word attachment to [Alysha.Weiler@bhsu.edu](mailto:Alysha.Weiler@bhsu.edu).**