Student Assistant
Job Description

*****Applications are due by Friday, November 1st at 12 noon!*****

Student Assistants are the backbone of the International House. They not only keep the facility operating 5 days a week but they also serve as hosts to students from all over the world who come to the University of Tennessee as well as staff, faculty, and community members. Student Assistants (SAs) function as both facility staff and programming staff, so they get a lot of experience with facilities operations as well as program planning. In addition, working at the I-House allows students to develop and improve their cross-cultural skills, as well as to increase their cultural knowledge and awareness.

During the academic year (fall and spring terms), the International House is open Monday thru Thursday from 8am – 9pm and Fridays from 8am – 5pm. Depending on their schedule availability, Student Assistants work between 10 and 15 hours per week (must be available for a minimum of 12 hours a week for the work schedule) and may be asked to include weekends and/or evening hours. Flexibility is required to meet program demands and for “all staff events.” SAs are paid for any extra hours they are asked to work. The current pay for regular staff is $7.25 per hour (Work-study students are paid through the financial aid office so their pay may be different).

General Duties include:
- Serving as front desk staff and performing clerical duties associated with daily operations including: answering phones, responding to emails, making copies, greeting guests, and giving out information about programs or campus offices
- Assisting professional staff and/or student groups in the planning/implementation of events which may include making posters, researching on the web, etc.
- Setting up and taking down events (e.g. setting up and/or arranging tables and chairs, VCR and microphones.).
- Keeping certain areas of the facility well-maintained and cleaned before and after programs.
- Maintaining the service area (making coffee and tea; re-stocking supplies and keeping service area clean).
- Giving tours of the International House
- Driving a UT car or mini-van on occasion
- Attending staff training/meetings
- Other duties as assigned

Qualifications:
- Must be someone who enjoys engaging those from other countries/cultures
- Enrolled student at UT
- Legally authorized to be employed by UT
- Able to work with people from various national, cultural, ethnic & religious backgrounds
- Flexibility regarding work hours
- Good command of spoken and written English
- Experience living, studying, and/or traveling abroad is a plus but not required
- Knowledge of a language other than English is helpful but not required
- Valid US driver’s license or Driving Certificate is helpful but not required
- Student Assistants are required to be on campus for work by Thursday, January 2, 2014 at 8am in order to assist with Spring International Orientation.

To complete an application, please go to the I-House main webpage and click on the link that says Student Assistant Application.