

IILE Fellow Call for Applications

Description: The IILE seeks an enthusiastic Bard graduate to provide student leadership for the Program in International Education (PIE) and administrative support to IILE and ISSO staff working with visiting student programs and study abroad. The IILE Fellow will participate in PC training and live in the dormitories. The IILE Fellow will work 25 hours per week from June 2018 to end of semester in May 2019. (start date is negotiable)

Responsibilities at IILE include:

- Helping with office work related to enrollment and support of visiting and exchange students (data entry, excel lists and reports, copying, filing, consistent email correspondence)
- Connecting students with campus resources and following up on student concerns and issues, communicating with IILE staff as needed
- Creating effective channels of communication with students in person and using social media
- Assisting with the scheduling of CCE vans for PIE and other CCE programs
- Managing inventory of borrowed items (phones, bedding, etc.)
- Assisting with airport transfers and dorm move-ins
- Participating in all aspects of PIE/transfer orientation
- Assisting with IILE and CCE events and promotions
- Participating in PIE social events in coordination with Katarina Garcia-Renart
- Other duties as assigned to assist with work of busy study abroad / exchange office, taking direction from multiple staff members at various times of year

Qualifications:

- Completion of Bard BA prior to commencing duties
- A positive history of engagement with campus programs
- Valid driver's license and willingness to be certified as a Bard driver
- Excellent communication and organization skills
- Demonstrated intercultural understanding

Preferred qualifications:

- Study abroad at a Bard network (AQB, AUCA, BCB, CEU, Smolny) or tuition exchange partner
- Experience with CCE programming (debate, MUN, TLS, etc.)

Compensation:

- Room in a campus dormitory and limited meal plan
- Student health insurance plan
- Tuition waiver for one course per term (required)
- Hourly wage of \$11.50/hour

Interested students please apply with resume, two campus references, and cover letter to Jen Murray, IILE Director (jmurray@bard.edu) by March 15, 2018.