2015 SUMMER POSITIONS AVAILABLE  
MSU Office of International Programs  
Program Assistant

The MSU Office of International Programs (OIP) is hiring Program Assistants to help coordinate a U.S. Department of State-sponsored summer training program—Middle Eastern Partnership Initiative (MEPI) from June 29th to August 8th. The MEPI program will provide contemporary issues and leadership development training to 20 undergraduate students from various countries in the Middle East. In addition to the program in Bozeman, it includes a variety of educational and recreational field trips within Montana, Wyoming, Washington, and New York.

Program assistant responsibilities:

- Help coordinate all assigned and delegated aspects of program operations (including scheduling, housing, and transportation)
- Troubleshoot problems and emergency situations
- Help mediate concerns as they come up among participants
- Understand and follow procedures and protocols of the MEPI program and of MSU
- Help organize community/ campus events and involvement in the program
- Help develop a schedule of optional educational and recreational activities for participants
- Participate in and help with all recreational and educational activities
- Provide information and serve as on- and off-campus guide
- Assist participants with everyday issues such as transportation to and from meetings, mailing letters and boxes home, e-mail/computer/phone access, medical appointments, homework assignments, shopping, etc.

Qualifications:

- Creative, resourceful, and flexible self starter
- Diplomatic skills
- Attention to detail
- Intercultural interest and sensitivity
- Extensive knowledge of Bozeman and MSU
- Excellent organizational and communication skills
- Clean driving record
- Reliable team player
- Ability to respond calmly and responsibly in emergency situations
- First aid certification (preferred, but some training will be provided)

Schedule:
Full time from June 29th to August 8th (approximately 5 weeks); evening and weekend hours are required; this is not a 9 to 5 job. Some pre-program and follow up work may be required.

Compensation:
$2,750 plus workman’s compensation insurance and all meals and housing while working (Note: program assistants must stay on-campus with the group during the program).

Gain experience working with International students; build your resume; learn program management skills; travel within the U.S.; and make lifelong friends from around the globe!

Application procedure:
Submit a cover letter, resume, and 3 references to Janelle Rasmussen, MSU Office of International Programs, 400 Culbertson Hall. Any questions, contact: jrasmussen@montana.edu or (406) 994-7602.
Application deadline: Friday, March 20th, 2015