

The American Semester Program at MSU is seeking 4 full-time stewards to assist with programming on campus for over 150 international students this summer!

Qualifications:

- Availability Mid-May – August, 2017;
- Pursuing bachelor or graduate degree at Michigan State University;
- Language skill preferred (Chinese language is highly beneficial);
- Student service, study abroad or international experience preferred;
- Project and/or group leadership experience preferred;
- Interest in Chinese/Asian Culture; and/or,
- Interest in Australian, Latin American, or European Culture.



Responsibilities include but are not limited to:

- Assist the Director and Program Coordinator by organizing and leading both on campus and off campus excursions and cultural activities for groups of international students;
- Serve as a resource, mentor and friend to the students;
- Provide the framework for students to have a positive experience while abroad and at MSU;
- Lead and manage volunteers (MSU Ambassadors) during events*;
- Schedule volunteers for activities and keep track of attendance;
- Plan and administer all off campus excursion logistics* (locations such as Chicago, Niagara Falls, Detroit, etc.);
- Be available for most evening and weekend activities during programs running between July 3 and August 20;
- Complete other duties as assigned;
- Abide by the policy and procedures of American Semester Program and Michigan State University.

Compensation:

- On-campus employment pay rate according to your enrollment at MSU (undergraduate or graduate).
- 9-week minimum commitment, 12-week desired commitment; flexible hours (up to 40 per week).

About the American Semester Program at MSU:

- The American Semester Program serves non-degree seeking study abroad and exchange students who come to MSU for a semester, year, or summer short course.
- Students come to East Lansing from all over the world. In the summer they come primarily from Australia and China, as well as a few from Europe and Latin America.
- The Summer Short Course programs offered in the summer combine high quality academics with courses taught by MSU faculty accompanied by enriching cultural activities and excursions.
- In the 3 or 4 weeks students are here in the summer, ASP tries to create the full MSU experience involving students in campus activities, sporting events, and much more. A major way we do this is by recruiting a number of Ambassadors, who are domestic MSU students, to be involved in all activities during the program.

TO APPLY:

Send a cover letter and resume to Kellie Clock, clockkel@msu.edu, by **February 10, 2017**. In-person interviews (or through Skype if abroad) will be scheduled for the week of February 20, 2017.

Questions? Contact Kellie at clockkel@msu.edu or 517-884-4324

The American Semester Program
Michigan State University
<http://americansemester.isp.msu.edu/>
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**designates role for the Lead Summer Steward, historically a Graduate Student.*