Work Study Position Description
Foundation for International Understanding Through Students (FIUTS)

Job Title: Education Programs Assistant
Job Number: 75FIUT01

Job Location Schmitz Hall, University of Washington
Pay Rate $16.50
Employment Period Summer, Academic Year
Hours Per Week: Academic Year: Part time; Summer: Part time or full time
Contact Supervisor Era Schrepfer
Phone Number 206-543-0736 (office)
Email Address era@fiuts.org
Website www.fiuts.org

Nature of Organization
The Foundation for International Understanding Through Students (FIUTS) connects university students with local and global communities through programs that build international awareness, cross cultural communications, and informed leadership. Founded in 1948, FIUTS has been promoting engagement between international students and members of our community, building bonds of friendship that extend beyond borders and stereotypes and inspire a new generation of leaders.

Nature of Position
Connecting UW international students with the community is a central part of the FIUTS mission. Education Programs bring the world to Seattle through innovative programs that welcome visiting groups from around the world and connect UW students with local children and other organizations for intercultural and intergenerational exchange. The FIUTS Education Programs Assistant supports our education team in delivering programs that connect visiting international students with the local community and promote intercultural dialogue between students.

Duties and Responsibilities
Duties Include:
• Work as part of the visiting programs team, welcoming individual and group participants to the UW campus for English language, global leadership, and civic engagement programs as well as supporting virtual cultural exchange programming
• Lead Culture Conversation Group, a drop-in conversation program for UW students and others held on Tuesdays 4:30-5:30pm
• Staff the front desk at the FIUTS office, selling tickets to events and answering student questions.
• Recruit and coordinate UW student volunteers
• Lead group excursions to site visits and events
• Develop promotional materials, fact sheets, brochures and program documents.
• Attend events and meetings to promote FIUTS educational programs and to guide group experiences
• Assist other staff members with projects as assigned.

Desired Qualifications
• Interest in cross cultural programs and education.
• Experience facilitating dialogue in a cross-cultural setting.
• Comfort coordinating and training college age volunteers.
• Ability to balance multiple priorities and work with minimum supervision.
• Experience developing or delivering curriculum for elementary aged students.
• Demonstrated public speaking ability.
• Able to work effectively both independently and as a part of a small team.
• Able to work occasional evening and weekend hours as needed.
• Students with French language ability are strongly encouraged to apply.

Educational Benefits
This position offers candidates an opportunity to do creative and impactful work in an education setting outside of the classroom, and to gain concrete experience in a nonprofit office setting. In addition to stated duties, work study employees at FIUTS have opportunities to learn and practice other nonprofit professional skills as well, including planning, fundraising, communications, social media, etc.

How to Apply
Please send a resume and cover letter to info@fiuts.org. Please indicate expected graduation date. Preference will be given to candidates with the potential to stay for one year.