The International House Global Forum Graduate Fellow is an integral part of the I-House Office staff, under the supervision of the Program Coordinator at the International House (I-House), administers, organizes and implements all aspects of the Global Forum program.

The Global Forum provides weekly public events usually on Monday evenings at 7:00 pm. These events are designed to engage I-House and UCSD students, faculty, staff and the general public to provide valuable information on a range of timely political, economic, cultural, and social issues of international and global interest. The Global Forum at International House is dedicated to promoting global awareness, understanding and citizenship throughout UCSD and the communities it serves through public lectures, discussions and events.

SPECIFIC DUTIES:

- Create and implement strategies for expanding the Global Forum’s leadership in programs and initiatives related to international and global issues at UCSD and the greater San Diego community
- Develop the Global Forum calendar of events each quarter in consultation with the I-House Program Coordinator
- Identify, invite, and coordinate event logistics with potential speakers/presenters at Global Forum events (timing, arrival, AV and other needs)
- Create a quarterly calendar of weekly events with diverse representation of speakers, topics, fields of study, and regions
- Create and nurture partnerships with UCSD and community organizations (such as Center on Emerging & Pacific Economies (EmPac), San Diego World Affairs Council, UN Association, San Diego Diplomacy Council, and others)
- Build and oversee a committee of undergraduate student volunteers to create marketing materials, manage social media accounts, photograph and record events, maintain the Global Forum Youtube site, and manage event logistics
- Design communication and outreach strategies to promote the Global Forum program and its events using campus systems, social media, public media, and community organizations
- Work with I-House Events Manager to reserve Great Hall for every Global Forum event, design event layout and ensure all audio/visual needs for each Global Forum event
- Work with I-House student Facility Monitors to ensure the venue is ready and prepared for each event
- Attend and host each Global Forum event, including delivering opening remarks and introducing speakers
- Supervise, setup, breakdown, and cleanup for events sponsored by the Global Forum
- Draft quarterly reports to evaluate and improve the Global Forum program
- Assist the Program Coordinator in conducting quarterly assessments of Global Forum program
- Represent I-House on a variety of appropriate campus and community networks, committees, etc., related to international and global issues
- Request approval for program expense and track expenses to ensure program stays within budget
QUALIFICATIONS:
- Current graduate student in any department
- Awareness and understanding of current/emerging global political, economic, social and cultural events
- Ability to work collaboratively with students, staff, and faculty across campus
- Ability to work collaboratively with non-profit organizations, NGOS, and various agencies
- Coherent understanding of university organizations, departments, and research groups
- Excellent time management, planning, event coordination, and organizational skills
- Strong delegation skills to work with Global Forum student committee volunteers
- Strong writing and presentation skills
- Proficiency with social media marketing
- Prior event planning experience preferred

REQUIREMENTS FOR EMPLOYMENT
- Must be a full-time UCSD graduate student for the entire academic year (in good standing and with approval of graduate advisor)
- Available to work Monday evenings and occasional other evenings throughout the week
- Attendance and active participation in training (see dates)
- Attendance and active participation in weekly staff meetings with the Program Coordinator
- Mandatory work hours in the I-House office (averaging 10-12 hours a week)

MANDATORY TRAINING DATES:
- May 4 – June 5, 2015 – 5-8 hours paid training with current Global Forum Graduate Fellow
- September 22-23, 2015 – International House staff training and teambuilding

COMPENSATION
$14.00/hour for an average of 12-15 hours/week for office hours, evening events, and meetings

EXPECTATIONS
International House Global Forum Graduate Fellow is expected to represent I-House, Eleanor Roosevelt College, and UC San Diego with the highest level of professionalism, tact, and diplomacy. The Global Forum Graduate Fellow is expected to complete all duties, responsibilities, and projects as discussed with the Program Coordinator and Director. Violation of any part of this agreement may result in termination of employment.

APPLICATION
To apply for the 2015-2016 academic year, please email your application materials to Malou Amparo, I-House Program Coordinator, at mamparo@ucsd.edu by April 26, 2015. Your application must include:
- Cover letter
- Resume
- 500-word essay describing
  o Your interest in this position
  o Your vision and goals for the position and the Global Forum program
  o Any past experience you may have in event planning and implementation