

GSU's International Student and Scholar Services is seeking a rising second-year law student with an interest in immigration law to assist the International Scholar Advisor with immigration research, administrative tasks, visa application review and preparation, and some outreach event coordination for international students and scholars. Prior knowledge of visa types is not required.

The ideal candidate will possess a strong working knowledge of Microsoft Word, Excel, PowerPoint, WordPress, Publisher and/or other similar software. Must be comfortable navigating government agency publications and websites. Candidate must possess excellent written and verbal communication skills, including creating and responding via email correspondence as well as the ability to toggle between multiple tasks simultaneously.

This position is for one academic year, beginning in August 2015, but ideally the candidate will commit to two academic years. Work requirement is 8 hours per week. Compensation is a half-tuition waiver and \$2,000 stipend per semester.

To apply, send resume, interest letter, and Fall class schedule by **JUNE 1, 2015** to:

Doreen Clayton
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