

Job Posting

Position	Department	Reports to
Cross-Cultural Liaison	Global Initiatives, Student Affairs	Dean- Grace Core and Global Initiatives

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

The main responsibilities of the Cross-Cultural Liaison (CCL) are to provide cross-cultural education for global initiatives, including Go Encounter, Go Study, Go Exchange, and Go Independent. The CCL will develop the growth of international students and Third Culture Kids as they transition into the campus community. These responsibilities will include both administrative and educational functions as described below.

General Responsibilities:

A. International Students

1. Promote a welcoming and just community
2. Transition and provide transformative education for international students and Third Cultural Kids
3. Oversee an annual reception of international students and Third Culture Kids during Welcome Weekend in the fall.
4. Become a resource for international students and TCKs during their adjustment to Grace College.
5. Conduct debriefing/re-entry sessions for international students or Third Culture Kids (HUM2030 Third Culture/International).
6. Promote diversity on campus by connecting international students and third culture kids with each other and with the Grace community.
7. Coordinate with different on-campus offices to ensure the well-being of international exchange and international students at Grace College.
8. Become a connection point/resource to different cultural groups on campus.
9. Serve as the point of contact and academic advisor for all incoming exchange students.
10. Coordinate with host institutions to ensure well-being of Grace College students abroad.
11. Work with international student representative to help international students gain a sense of belonging on campus.

B. Cross-Cultural Education and Curriculum:

1. Promote diversity through educational programs and services that focus on cross-cultural awareness
2. Provide cross-cultural training and debriefing for students going or returning from overseas studies.
3. Provide cross-cultural training, awareness, and preparation for Go Encounter leaders.
4. Teach one section of HUM2000 Global Perspectives per academic year.
5. Collaborate with the Dean of Global Initiatives on curriculum in HUM2010, HUM2030, and HUM2040.
6. Oversee briefing and debriefing for all CCFE trips.
7. Assist students holistically in their learning experience on and off-campus

C. Liaison for Cross-Cultural Program Initiatives:

1. Collaborate with academic departments to service academic programming abroad
2. Coordinate global chapel
3. Oversee marketing of cross-cultural program initiatives

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4. Meet with deans, department chairs and faculty to foster connections with exchange institutions at departmental levels.
5. Maintain relationships with exchange and study abroad institutions.
6. Become a connection point/resource to different cultural groups on campus
7. Oversee the process of establishing exchange agreements with partner institutions.
8. Be a cultural resource for students abroad (assisting with culture shock, problems with host families, etc.)

Qualifications:

Minimum:

1. MA in intercultural studies or related field of study.
2. Cross-cultural educational experience.
3. Organized, self-motivated, self-disciplined, and have computer knowledge of databases and word processing.

Preferred:

1. Five (5) years of experience in cross-cultural training/teaching.
2. Ability to write and converse in at least one major foreign language, preferably Spanish, French and/or Mandarin Chinese.

Status: Part Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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