

## **Job Ad – International Relations Executive**

**School/Department Name:**

Woxsen University, International Relations Department

**Contact Name:**

Kiran Chennuri

**Email Address:**

kiran.chennuri@woxsen.edu.in

**Phone Number (Optional):**

+91 8125956838

**Job Profile Information**

**Job Title:**

International Relations Executive

**Department:**

Russelbelk Centre for International Relations & Strategic Development

**Reporting To (Title):**

International Relations Coordinator

**Number of Positions:**

8

**Job Summary:**

The International Relations Executive will assist in the development and execution of international programs and initiatives, fostering relationships with global partners, and supporting international students on campus.

**Key Responsibilities:**

- Assist in planning and organizing international events and programs.
- Support international students with orientation, cultural adjustment, and campus resources.
- Facilitate communication between international students and university administration.
- Manage and update international relations databases and records.
- Collaborate with student organizations on international initiatives.
- Provide administrative support to the International Relations Department.

**Qualifications****Education:**

Currently enrolled in an undergraduate or graduate program at Woxsen University.

**Experience:**

Previous involvement in international programs or student organizations preferred.

**Skills:**

- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Organizational and multitasking abilities.
- Cultural sensitivity and awareness.
- Problem-solving skills.

**Certifications:**

None required.

**Additional Information:**

- Ability to work flexible hours, including some evenings and weekends.
- Opportunity to gain valuable experience in international relations and program coordination.

**Preferred Start Date:**

Fall 2024

Section	Description
School/Department Name	Russell Belk Centre for international relations & Strategic Development.
Contact Name	Kiran Chennuri
Email Address	Chennuri.kiran@woxsen.edu.in
Phone Number	+91 8125956838
Job Profile Information	
Job Title	International Relations Executive
Department	Russell Belk Centre for international relations
Reporting To (Title)	International Relations Coordinator
Number of Positions	08
Job Summary	The International Relations Executive will assist in the development and execution of international programs and initiatives, fostering relationships with global partners, and supporting international students on campus.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Assist in planning and organizing international events and programs.</li> <li>• Support international students with orientation, cultural adjustment, and campus resources.</li> <li>• Facilitate communication between international students and university administration.</li> <li>• Manage and update international relations databases and records.</li> <li>• Collaborate with student organizations on international initiatives.</li> <li>• Provide administrative support to the International Relations Department.</li> </ul>

Qualifications	
Education	Currently enrolled in an undergraduate or graduate program at Woxsen University
Experience	Previous involvement in international programs or student organizations preferred.
Skills	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Proficiency in Microsoft Office Suite and other relevant software.</li> <li>• Organizational and multitasking abilities.</li> <li>• Cultural sensitivity and awareness.</li> <li>• Problem-solving skills.</li> </ul>
Certifications	Certificate or proficiency in any foreign language is an added advantage.
Additional Information	<ul style="list-style-type: none"> <li>• Ability to work flexible hours, including some evenings and weekends.</li> <li>• Opportunity to gain valuable experience in international relations and program coordination.</li> </ul>
Preferred Start Date	Fall 2024

