

## GRADUATE ASSISTANT POSITION POSTING

**Employing Office** International Programs & Partnerships/International Student Services

**Type of Graduate Assistant Position** RAI  
**(RAII, RAI, TI, TA)**

**Number of Vacancies for this Position** 1

**Hours per Week (per vacancy)** 10

**Term** Academic Year

**Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)**

- Cross-Cultural & International Education
- College Student Personnel
- Curriculum and Teaching
- Educational Leadership
- Related Programs

### **Qualifications/Preferred Skills**

- Strong desire to work with new and current international students and cross-cultural sensitivity is required.
- Previous participation in an education abroad program or international experience desired.
- Must have excellent interpersonal, organizational, and time-management skills.
- Must be comfortable and confident in public speaking and interacting in one-on-one and group settings.
- Event planning and program implementation experience preferred.
- Must be available for all programs and activities offered to new and current international students.
- Must be detail-oriented and able to work independently and as part of a team.
- Must have the ability to multitask effectively.
- Knowledge of Microsoft Office products, including Word, PowerPoint, Excel, Outlook, and Publisher, is required.
- Experience with social media platforms desired.
- Must be available to work evenings and weekends when needed.

## Position Description

This position works with the International Student Services department within International Programs & Partnerships. Responsibilities include:

- Assist with developing, implementing, and attending programs and activities for welcoming and integrating international students in the campus community: program selection, planning and marketing, shuttle pick-ups, workshop planning and delivery, campus orientations/open houses, and outreach to multicultural student organizations.
- Assist with developing and implementing programming for New International Student Orientation, International Education Week, and social programming during Academic Year.
- Support international student pre-arrival and pre-enrollment activities: create, revise, and organize pre-arrival information materials; follow up with new and prospective students regarding their plans for arrival and enrollment at BGSU.
- Serve as Graduate Advisor to International Student Ambassador Program and Global Falcon Buddy Program.
- Perform tasks necessary to maintain smooth office operations, forms and procedures, and the daily workflow.
- Create and distribute surveys and questionnaires for written reports.
- Provide support with sharing relevant content across social media page(s) and through the weekly newsletter.
- Perform other duties as assigned.

## Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

<b>Required application materials</b>	Resume, cover letter, and two references
<b>Send application materials to</b>	Maite Hall, myhall@bgsu.edu
<b>Application Due Date</b>	Reviewed until filled.