

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: International Programs & Partnerships/International Student Services

Hours to work: 10

Stipend rate: \$10,000 for the academic year

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- Cross-Cultural & International Education

2. Qualifications/preferred skills

- Cross-cultural sensitivity required. Previous participation in an education abroad program or international experience desired.
- Must have excellent interpersonal skills, communication/presentation skills, and organizational and time-management skills.
- Event planning experience is desirable.
- Knowledge of Microsoft Office products, including Word, PowerPoint, Excel, Outlook and Publisher, is required.
- Experience with social media platforms is desirable.

3. Position Description (primary and secondary responsibilities)

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

- Assist with the development and implementation of 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 the multicultural student organizations.
- Generate, edit, publish, and share relevant content across social media page(s) and through weekly newsletter.
- Provide support for international student pre-arrival and pre-enrollment activities: create and revise pre-arrival information materials; organize new student files and documentation; follow-up with new and prospective students regarding their plans for arrival and enrollment at BGSU.
- Serve as Graduate Advisor to World Student Association and International Student Ambassador 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.
- Assist with the development and implementation of programming for International Education Week.

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.

1. To apply to this positions, send the following materials: Resume, cover letter, and two references.
2. Send GA application materials to: rcrooks@bgsu.edu
3. GA position application due date: May 1, 2017