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