

## **Graduate Assistant (Research Assistant II) Position**

**Hiring Unit/Office:** International Programs and Partnerships – Education Abroad

**Hours to work:** 10

**Stipend rate:** dependent on program rate

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

- MACIE program

**2. Qualifications/preferred skills**

- Cross-cultural sensitivity required. Previous participation in an education abroad program or international experience required.
- Must have excellent interpersonal skills, communication/presentation skills, and organizational and time-management skills.
- Advising experience is desirable.

**3. Position Description** (primary and secondary responsibilities)

- Lead daily informational sessions and provide preliminary advising for students interested in an education abroad experience
- Provide information about grants and scholarships to support an international experience
- Assist with student general questions in person, phone, and e-mail
- Promote and market education abroad through participation in events and activities, creation of materials, and maintenance of education abroad in various social media
- Recruit students at fairs and events on and off-campus
- Participate in pre-departure orientation, re-entry workshops, and other enhancement programs
- Collaborate with campus offices and local organizations, giving presentations and info sessions
- Assist with the advisement and facilitation of student ambassador program
- Assist with special projects related to program development and research.
- Provide support to Education Abroad Coordinator and Education Abroad Student Advisor
- Additional activities 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.

1. To apply to this positions, send the following materials: Cover letter, resume, 3 references.
2. Send GA application materials to: Attn: Michelle Ploeger, Coordinator of Education Abroad, International Programs and Partnerships, 319 Administration Building, Bowling Green, OH 43403
3. GA position application due date: May 1, 2017