

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: International Programs and Partnerships

Type of Graduate Assistant Position: RAI

Hours to work (per vacancy): 10

Stipend rate: Dependent on student's program rate

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

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

- MACIE
- HESA

2. Qualifications/preferred skills

- a. Cross-cultural sensitivity required. Previous participation in an education abroad program or international experience desired.
- b. Must have excellent interpersonal skills, communication/presentation skills, and organizational and time-management skills.
- c. Event planning experience is desirable.
- d. Knowledge of Microsoft Office products, including Word, PowerPoint, Excel, Outlook and Publisher, is required.
- e. 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 per-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 position, send the following materials: Resume, cover letter, and two references.
2. Send GA application materials to: myhall@bgsu.edu
3. **GA position application due date:** May 1, 2019