

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: International Programs and Partnerships

Type of Graduate Assistant Position: RAll

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

- 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*)

Leads daily informational sessions and provide preliminary advising for students interested in an education abroad experience. Provides information about grants and scholarships to support an international experience. Assists 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. Recruits students at fairs and events on and off-campus. Participates in pre-departure orientation, re-entry workshops, and other enhancement programs. Collaborates with campus offices and local organizations, giving presentations and info sessions. Assists with the advisement and facilitation of student ambassador program. Assists with special projects related to program development and research. Provides 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, 301 University Hall, Bowling Green, OH 43403 or email at mploege@bgsu.edu
3. **GA position application due date:** May 1, 2019