

## 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  Spring Semester

**Number of vacancies for this position:** 1

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

- Business Administration
- European Studies
- HESA
- History
- MACIE
- Media and Communication
- Philosophy
- Political Science
- Popular Culture
- Sociology
- Teacher Education

**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*)

Provides general advising for prospective students, after the student attends the general information session. Assists with incoming exchange student general questions and application processes. Assists with curriculum integration project. Assists with student general questions via virtual meeting platform, e-mail, or phone. Participates in special virtual programming as needed. Assists with special projects related to program development, research, and marketing, as needed.

**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, 1 reference
2. **Send GA application materials to:** Attn: Michelle Ploeger, Coordinator of Education Abroad. Email materials to [mploege@bgsu.edu](mailto:mploege@bgsu.edu) or submit materials to International Programs and Partnerships is located at 301 University Hall, Bowling Green, OH 43403
3. **GA position application due date:** January 4, 2021