

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2024

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Employing Office: International Programs & Partnerships/International Student Services

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII

Hours to work (per vacancy): 10

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program): [Click or tap here to enter text.](#)

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. Note: Hiring units should think broadly about acceptable programs.*):

- Cross-Cultural & International Education
- College Student Personnel
- Curriculum and Teaching
- Educational Leadership
- Related Programs

2. Qualifications/preferred skills

- Strong desire to work with new and current international students and cross-cultural sensitivity is required.
- Previous participation in an education abroad program or international experience desired.
- Must have excellent interpersonal, organizational, and time-management skills.
- Must be comfortable and confident in public speaking and interacting in one-on-one and group settings.
- Event planning and program implementation experience preferred.
- Must be available for all programs and activities offered to new and current international students.
- Must be detail-oriented and able to work independently and as part of a team.
- Must have the ability to multitask effectively.
- Knowledge of Microsoft Office products, including Word, PowerPoint, Excel, Outlook, and Publisher, is required.
- Experience with social media platforms desired.
- Must be available to work evenings and weekends when needed.

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

This position works with the International Student Services department within International Programs & Partnerships. Responsibilities include:

- Assist with developing, implementing, and attending 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 multicultural student organizations.
- Assist with developing and implementing programming for New International Student Orientation, International Education Week, and social programming during Academic Year.
- Support international student pre-arrival and pre-enrollment activities: create, revise, and organize per-arrival information materials; follow up with new and prospective students regarding their plans for arrival and enrollment at BGSU.
- Serve as Graduate Advisor to International Student Ambassador Program and Global Falcon Buddy 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.
- Provide support with sharing relevant content across social media page(s) and through the weekly newsletter.
- Perform other duties 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 for this position, send the following materials:** Resume, cover letter, and two references
2. **Send GA application materials to:** Maite Hall, myhall@bgsu.edu
3. **GA position application due date:** until filled