Please see the [Graduate College website](https://www.graduatecollege.university) for full definitions of each position (RAI, RAI, TA, TI).

**GRADUATE ASSISTANT POSITION**

**Employing Office:** International Programs & Partnerships/International Student Services

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

**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