

**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 and Partnerships

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

- Business Administration,
- European Studies,
- Foreign Language,
- HESA,
- History,
- MACIE,
- Media and Communication,
- Political Science,
- Popular Culture,
- Sociology,
- Teacher Education,
- World Languages and Cultures

**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*)

Supports information sessions and provides preliminary advising for students interested in studying abroad. Supports marketing initiatives. Recruits at fairs and events on and off campus. Participates in education abroad programming. Facilitates the Global Ambassador Program for returned students. Supports Assistant Director for Education Abroad 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 for this position, send the following materials:** Cover letter, resume, one reference
2. **Send GA application materials to:** Michelle Ploeger, Assistant Director for Education Abroad. Email materials to [mploege@bgsu.edu](mailto:mploege@bgsu.edu)
3. **GA position application due date:** July 21, 2023