Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: International Programs & Partnerships

Hours to work (1-20): 10

Stipend rate (indicate if you have a maximum stipend rate that you can afford):

Term¹: ☒ Academic Year ☐ Fall ☐ Spring ☐ Winter Session ☐ Summer

Number of vacancies for this position: 1

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
   - Preference will be given to applicants from the Cross-Cultural & International Education program
   - Other related programs

2. Qualifications/preferred skills
   - Cross-cultural sensitivity required. Previous participation in an education abroad program or international experience desired.
   - Must have excellent interpersonal skills, communication/presentation skills, and organizational and time-management skills.
   - Event palling experience is desirable.
   - Knowledge of Microsoft Office products, including Word, PowerPoint, Excel, Outlook and Publisher, is required.

3. Position Description (primary and secondary responsibilities)
   This position works both with the International Student Services department within International Programs & Partnerships. Responsibilities include:
   - Assist with the development and implementation of 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 the multicultural student organizations.
   - Generate, edit, publish, and share relevant content across social media page(s) and through weekly newsletter.

¹ An academic year contract includes both fall semester and spring session. It does not include winter session. A student who is needed during winter session will require a separate contract.
- Provide support for international student pre-arrival and pre-enrollment activities: create and revise per-arrival information materials; organize new student files and documentation; follow-up with new and prospective students regarding their plans for arrival and enrollment at BGSU.
- Serve as Graduate Advisor to World Student association and International Student Ambassador 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.
- Assist with the development and implementation of programming for International Education Week

**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: Resume, cover letter, and two references.
2. Send GA application materials to: Maite Hall- myhall@bgsu.edu
3. GA position application due date: this position will be posted until it has been filled