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.
   - Experience with social media platforms is desirable.

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