Office of Education Abroad

Position: Graduate Assistant

Remuneration: Stipend by semester
**tuition waiver must be provided by home college

Employment period: Fall and Spring semesters of AY 16-17
**with option to remain in position through AY 17-18

Position Description

The Graduate Assistant supports the daily operations of the Office of Education Abroad. The GA is invited to propose special projects depending on his or her interests.

In general, the Graduate Assistant will:

- Advise students on their study abroad options during walk-in advising.
- Participate in pre-departure orientations, classroom presentations, study abroad fairs and other on-campus events.
- Assist with developing materials related to study abroad, specifically major-specific advising tips for study abroad.
- Assist with faculty-led program management as appropriate.
- Attend regularly scheduled staff meetings and participate in office activities.
- Supervise a group of volunteer student Ambassadors comprised of study abroad program alumni.
- Maintain regular office hours during the quarter; includes occasional evening and weekend commitments.
- Special projects as assigned.

Questions regarding the above position should be directed to:
Keely Davin, davin@ohio.edu (740) 593-4583

For general questions on the GA application process, please contact: Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.