**Position:** Graduate Assistant  
**Remuneration:** Minimum $9,000.00/academic year (plus tuition waiver provided by academic department)  
**Contact Person:** Krista McCallum Beatty, Director, ISFS

**Position Description**

The ISFS Graduate Assistant will develop professional expertise in the field of international student services by assisting the ISFS staff with advising, programming, and support services for international students. This position is designed to give the Graduate Assistant a wide range of experiences in international student services over a two-year period. **Employment begins in May.**

It is expected that the Graduate Assistant will make an initial two-year commitment when accepting the position. At the end of the fall semester in the first year of employment, the Graduate Assistant and their supervisor will discuss with the Director of ISFS whether the Graduate Assistant will return for the second year. The decision will be based on the Graduate Assistant’s interest and performance as well as department needs.

**Position Responsibilities**

**Primary responsibilities in the first year:**

- Co-coordinate the Fall, Spring, Summer international student orientation programs and assist with on-going retention programming;
- Supervise staff of five to ten Peer Advisors that facilitate the international student orientation program;
- Assist with Peer Advisor selection and training;
- Evening and weekend commitments are required.

**Primary responsibilities in the second year:**

- Co-advice the International Student Union (ISU) Executive Board;
- Facilitate leadership development opportunities for the ISU Executive and member organizations;
- Evening and weekend commitments are required.

**On-going responsibilities throughout the two-year period:**

- Attend weekly ISFS staff meetings;
- Assist with various ISFS programs and services for international students as assigned;
- Assist as needed with the planning and implementation of cross-cultural workshops and immigration information sessions;
- Other duties as assigned; some evening and weekend commitments are required.

**Additional Information**

In the first year, the Graduate Assistant must be available to work during the summer prior to fall semester. Summer employment is twenty hours per week and will be compensated at an hourly rate equivalent to the academic year stipend. The Graduate Assistant must be available to work during winter break and the week prior to the start of summer classes. Work hours during the semester will be adjusted to compensate for the hours worked during break periods.

In the second year, the Graduate Assistant must be available work the two weeks prior to the start of fall semester classes. Summer employment is twenty hours per week and will be compensated at an hourly rate equivalent to the academic year stipend.

Exact employment dates will be provided to candidates during their interview. This is a twenty-hour per week assistantship.
Depending on the Graduate Assistant’s interests and department needs, the Graduate Assistant may be able to work with orientation both years or with ISU both years.

**How to apply:** Please complete the online application at

http://www.ohiouniversityjobs.com/postings/12490

To apply, you will need your resume, cover letter, and a list of professional references. You may apply for **up to** four graduate assistantships at Ohio University. **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.

**Questions regarding the above position should be directed to:** Krista McCallum Beatty at mccallum@ohio.edu.