

Office of Global Opportunities

Position:	Graduate Assistant
Remuneration:	Stipend by semester **tuition waiver must be provided by home college
Employment period:	Fall and Spring semesters of AY 19-20 **with option to remain in position through AY 20-21

Position Description

The Graduate Assistant supports the daily operations of the Office of Global Opportunities. The GA will play an integral role in promoting the office's mission to promote the benefits of study away programs and cross cultural competency while working effectively with students, faculty and staff from diverse backgrounds.

In general, the Graduate Assistant may:

- Advise students on their study away options during walk-in advising.
- Participate in pre-departure orientations, classroom presentations, global opportunity fairs and other on-campus events.
- Assist with developing materials related to study abroad and off-campus opportunities, advising tools and outreach.
- 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 global program alumni.
- Maintain regular office hours during the semester; includes occasional evening and weekend commitments.
- The GA is invited to propose special projects depending on his or her interests.

How to apply: Please complete the online application <http://www.ohiouniversityjobs.com/postings/29209>

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Cherita King, kingc8@ohio.edu or by phone at (740) 593-4583