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 17-18
**with option to remain in position through AY 18-19

Position Description

The Graduate Assistant supports the daily operations of the Office of Global Opportunities (formerly 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, global opportunity fairs and other on-campus events.
- Assist with developing materials related to study abroad and off-campus, specifically major-specific advising tips.
- 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.
- Special projects as assigned.

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

To apply, please complete the online application: http://www.ohiouniversityjobs.com/postings/21347

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 four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.