

Padnos International Center
Graduate Assistant Job Description

Title: Graduate Assistant for Long-Term Study Abroad

Terms: Full-time (20 hour per week) position. For 2025-2026 the start date is August 25, 2025 and the end date is May 2, 2026. This position is available to a full-time graduate student with a 9-credit per-semester tuition waiver for fall and winter as well as a \$6,500 stipend per semester for fall and winter.

Responsibilities:

- Oversee and coordinate the study abroad mentorship program in collaboration with PIC full-time staff (50%).
- Assist with management of ViaTRM study abroad CRM (20%).
- Assist in preparing materials for study abroad pre-departure orientations (5%).
- Manage the course approval database (5%).
- Assist with study abroad alumni engagement and programming (10%).
- Assist with promotional study abroad programming including special events and classroom presentations (5%).
- Other relevant duties as assigned (5%).

Qualifications:

- Prior study abroad experience
- Experience creating and facilitating programs for college students
- Skilled in public speaking and engagement
- Strong organizational skills and attention to detail
- Full admission to a GVSU graduate degree program
- Good academic standing; must have, and maintain throughout length of GA contract, a 3.0 or higher GPA.

Work Station: The graduate assistant will work in an open space with other graduate assistants and student workers. A computer will be provided for the student to use while physically present at work.

Orientation: The graduate assistant will have an orientation to the office during their first week. They will be introduced to all other staff in the office and provided background information on their particular tasks and responsibilities. The graduate assistant will have regular meetings with their supervisor and performance will be evaluated on an ongoing basis through regular and consistent contact. The GA must attend the Graduate School's mandatory New GA Orientation on Friday, August 22, 2025 from 3:00-4:00pm in the Loosemore Auditorium on the Downtown Pew Campus.

Supervision: The graduate assistant will be supervised by the Director of Study Abroad. The GA will be provided with ongoing mentorship and guidance. Performance will be assessed based on an ongoing basis based on the responsibilities outlined in this description. The supervision will

contribute to the students' graduate education by providing opportunities to learn and grow professionally through regular feedback and guidance.

Selection Process: Students must apply through Workday and submit a resume and cover letter to be considered. Two letters of reference will be requested for students who are granted an interview. All applicants will be reviewed by a small committee of PIC staff members.

Contact Information:

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