# Graduate Assistant

## Study Abroad Resource Room

### Responsibilities

- Speak to student groups and classes about study abroad and cultural immersion
- Keep regular hours in the Study Abroad Resource Room
- Provide one-on-one advisement about study abroad opportunities and scholarships
- Assist Study Abroad Advisor with marketing and promotion of study abroad and exchange programs
- Advise students and faculty about passport application procedure
- Attend and assist with university recruiting receptions and campus open houses
- Plan and implement Study Abroad Photo Contest, Welcome Back, and Farewell Receptions
- Monitor the Study Abroad Resource room email account
- Develop social media content for Study Abroad accounts
- Maintain office hours (20 hrs. per week)

### Qualifications

- Previous international or study abroad experience
- Previous foreign language study preferred
- Ability to present effectively to large groups
- Other desirable qualities include good interpersonal and communication skills and confidence in meeting the public, and an ability to work efficiently and independently but to enjoy contributing to the efforts of the team

If interested, please send all resumes and cover letters to Angie Threatte (athreatte@georgiasouthern.edu) in the Office of International Programs & Services.