



## Graduate Assistant Job Description

### Opening for Spring 2022

Outreach and International Affairs (OIA) seeks a full-time (20 hours/week) 9-month Graduate Assistant reporting to the Associate Vice President for International Affairs. The successful candidate will receive tuition remission and a graduate assistantship stipend for spring 2022 with future semesters contingent on the availability of funding. The closing date for applications is 19 November 2021.

#### Description of Position:

This is an ideal position for someone interested in international higher education administration who would like experience with a broad array of internationalization efforts. The successful candidate will have a commitment to international higher education such as: study abroad experience, work abroad or in an international office, or research/study interests aligning with international programs administration. The duties of the Graduate Assistant will be co-designed with the Associate Vice President for International Affairs by aligning administrative needs with the successful candidate's developmental goals and interests. Possible projects include:

1. Conducting strategic research on funding or collaboration opportunities related to the [OIA mission](#).
2. Provide administrative and research support to faculty committees doing international outreach work.
3. Supporting grant writing efforts for the [Global Education Office](#), [Center for International Research, Education, and Development](#), [Language and Culture Institute](#), or overseas centers.
4. Data management projects including collection, cleaning, organization, and analysis such as the database for memoranda of agreements.
5. Develop administrative efficiencies by identifying redundancies and creating standard operating procedures, templates, and other value-added products for [International Support Services](#).
6. Supporting diversity, equity, and inclusion efforts across the division.

#### Preferred Qualifications:

- Current master's or doctoral student at Virginia Tech
- Excellent communication skills
- Data management or analysis experience.
- Experience in international programs administration
- Demonstrated ability to work collaboratively and effectively with faculty and other college/university staff and administrators.
- Demonstrated ability to organize, prioritize, and leverage resources for multiple projects.
- Exceptional intercultural skills and the ability to work with diverse populations, including non-native English speakers
- Commitment to diversity, equity, and inclusion

#### About Outreach and International Affairs:

Leading Virginia Tech's presence on five continents, the department works to fulfill the university's international mission by leading projects that raise the standard of living in developing countries, and by supporting our students as they explore, learn, and engage with other cultures.

- [Center for International Research, Education, and Development](#)



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- [Global Education Office](#)
- [International Support Services](#)
- [International Visitors](#)
- [Language and Culture Institute](#)
- [Peace Corps](#)
- [Steger Center for International Scholarship](#)
- [VT India Postgraduate Program in Business Analytics](#)
- VT Global Entrepreneur Partnership

#### **Equal Employment Opportunity/Affirmative Action Statement:**

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

For inquiries regarding non-discrimination policies, contact the Office for Equity and Accessibility at 540-231-2010 or Virginia Tech, North End Center, Suite 2300 (0318), 300 Turner St. NW, Blacksburg, VA 24061.