

Teaching Assistant Position LNU-MSU Business Completion Program Dalian, China

Live & Work in
CHINA for
TWO SEMESTERS

The College of Business is currently seeking a graduate business student (**MBA, MAcc, MHA, MS IT or MS PM**) to serve as a **Teaching Assistants (TA)** at the MSU Branch Campus in Dalian, China for the Spring 2025 and Fall 2025 semesters.

Travel dependent on government and University regulations.

Compensation/Benefits:	Teaching Assistant Duties:
<ul style="list-style-type: none">• TA Stipend, currently \$7,088• Free round-trip airfare to Dalian, China• Visa processing fees paid• Free furnished apartment (in China)• Free travel consult and recommended vaccinations (provided by Magers Health and Wellness Center)• Tuition Waiver	<ul style="list-style-type: none">▪ Facilitate distance learning lectures conducted from SGF campus▪ Teach class sessions▪ Review material▪ Work problems▪ Present recorded lectures by professor▪ Collect and grade homework▪ Administer and grade exams▪ Hold office hours▪ Answer student questions▪ Review homework and exams▪ Discuss grades

SUBMIT THE FOLLOWING DOCUMENTS TO APPLY:

- GA [Application](#)
- **Cover Letter** (address both your motivation for applying and qualifications to serve as a TA **IN CHINA**)
- **GA/TA Academic Study Plan**
- **Transcript(s)** - undergraduate & graduate
- **Two letters of recommendation**
- **Resume**

Application deadline: October 1, 2024

For more information, contact Mary Tomerlin
IBP@MissouriState.edu | Glass 103 | 417-836-5874

LNU/MSU Business Completion Program

Teaching Assistant Position

Please attach this page to the top of your application packet

Name: _____

Application Checklist

- GA Application** (http://graduate.missouristate.edu/assets/graduate/GA_Application.pdf)
(please type)
- Cover Letter** (address both your motivation for applying and qualifications to serve as a GA and/or TA IN CHINA)
- Transcript(s)--undergraduate & graduate** (copy is acceptable)
- Two letters of recommendation (minimum)**
- Resume**
- Academic Study Plan**

Application Deadline: October 1, 2024

**Deliver to Glass 103
Attn: Mary Tomerlin, China TA**

APPLICATION FOR GRADUATE ASSISTANTSHIP

**Missouri State University
An Equal Opportunity Employer**

To the applicant: Please complete both sides of this Application and submit it to the Head of the Department in which you are applying for an assistantship.

Name	_____	Date	_____
Current Address	_____	Permanent Address	_____
City/State/Zip	_____	City/State/Zip	_____
Phone Number	_____	Permanent Phone Number	_____
Email Address	_____	M-Number	_____

EDUCATION (Please indicate Colleges and Universities attended):

Institution	Dates Attended	Area of Study	Degree/Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Graduate degree you are pursuing: _____

ACADEMIC RECORD

Undergraduate Cumulative GPA: _____

GPA on Last 60 hours of Course work: _____

Graduate Cumulative GPA: _____

Academic Honors, Memberships and Offices in Professional Organizations: _____

WORK EXPERIENCE

Position	Company	Dates of Employment	Duties
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REFERENCES

Name	Position/Title	Address and Phone Number
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I hereby authorize Missouri State University to contact additional individuals with respect to this application, except the following people who should NOT be contacted unless I become a finalist:

Person	Reason
1. _____ 1.	_____
2. _____ 2.	_____

ADDITIONAL INFORMATION (Please provide any additional information that you consider important to your employment as a Graduate Assistant).

Signature _____ Date _____

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Equal Opportunity Officer, Park Central Office Bldg. 111, 901 South National Ave., Springfield, MO, 65897, (417)836-3257.

MISSOURI STATE UNIVERSITY China GA/TA Academic Study Plan

Name _____ M# _____ Email Address _____ @live.MissouriState.edu

Street Address _____ City, State, Zip _____

Degree Sought _____ Area of Study _____

Graduation Date _____
Mo./Date/Year

Current Admission Status (To be filled out by MSU)	Select One: <input type="checkbox"/> CEPB <input type="checkbox"/> GRUC <input type="checkbox"/> ADMITTED
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Have you served (or are you currently serving) as a G.A./T.A. at MSU? If so, please list details:

Please describe your international travel experience:

INSTRUCTIONS

1. All entries must be signed and dated.
2. Provide the following information below:
 - a. List ALL classes you will be taking during your preparation semester in Springfield (SGF);
 - b. List ALL classes you will be taking during your semester in China;
 - c. List ALL classes you are required to complete when you return from your semester in China.
3. List the departmental course code and number, title, and credit hours for each course.

Dept	Course No.	Title	Hours	Prep. Semester in SGF: Sem/Year
Dept	Course No.	Title	Hours	Semester in China: Sem/Year
Dept	Course No.	Title	Hours	After Return from Semester in China: Sem/Year
Total Remaining Hours To Be Completed:				