

# Teaching Assistant Position

## LNU-MSU Business Completion Program

### Dalian, China

Live & Work in  
CHINA for  
ONE SEMESTER

The College of Business is currently seeking graduate business students (**MBA, MAcc, MHA or MS PM**) to serve as **Graduate Assistants (GA)** and **Teaching Assistants (TA)** at the MSU Branch Campus in China as follows:

A **TWO-SEMESTER** commitment to serve as a **Graduate Assistant in Springfield** for the FA'22 semester, followed by a semester as a **Teaching Assistant** at the Branch Campus in **Dalian, China** for SP'23. \*Travel dependent on government and University regulations.\*

Compensation/Benefits:	Teaching Assistant Duties:
<ul style="list-style-type: none"><li>• GA Stipend, currently \$4,600</li><li>• TA Stipend, currently \$5,600</li><li>• Free round-trip airfare to Dalian, China</li><li>• Visa processing fees paid</li><li>• Free furnished apartment (in China)</li><li>• Free travel consult and recommended vaccinations (provided by Magers Health Center)</li><li>• Tuition Waiver</li></ul>	<ul style="list-style-type: none"><li>▪ Facilitator for distance learning lectures conducted from SGF campus</li><li>▪ Teach class sessions</li><li>▪ Review material</li><li>▪ Work problems</li><li>▪ Present recorded lectures by professor</li><li>▪ Collect and grade homework</li><li>▪ Administer and grade exams</li><li>▪ Hold office hours</li><li>▪ Answer student questions</li><li>▪ Review homework and exams</li><li>▪ Discuss grades</li></ul>

### SUBMIT THE FOLLOWING DOCUMENTS TO APPLY:

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

**Application deadline: Friday, February 25, 2022 @ 5:00 PM**

**Interviews: March 2-3 , 2022**

For more information, contact **Michelle Hulett**  
[ibp@missouristate.edu](mailto: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](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: 5:00 PM, Friday, February 25, 2022**

**Deliver to Glass 103  
Attn: Michelle Hulett, 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
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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).**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees.

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** \_\_\_\_\_ **Current Admission Status** **Select One:**  
 (To be filled out by MSU) ☐ CEPB ☐ GRUC ☐ ADMITTED

*Mo./Date/Year*

**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
<b>Total Remaining Hours To Be Completed:</b>				

4. We will hold interviews during the following dates and times. Please mark through the times you are **NOT** available for a 30-minute interview.

Wednesday March 2
10:30
11:00

Thursday March 3
9:30
10:00

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*