

## LNU-MSU Business Completion Program

### Teaching Assistant Position

#### Dalian, China

**Live and 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 Assistant (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"><li>• TA Stipend: \$7,088</li><li>• Free round-trip airfare to Dalian, China</li><li>• Visa processing fees paid</li><li>• Free furnished apartment (in Dalian)</li><li>• Free travel consult and recommended vaccinations (provided by Magers Health and Wellness Center)</li><li>• Tuition Waiver</li></ul>	<ul style="list-style-type: none"><li>• Facilitate distance learning lectures conducted from Springfield 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>

#### Required Documents:

- [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 and graduate
- Two Letters of Recommendation
- Resume

**Application Deadline: October 1, 2024**

**Mary Tomerlin, Director of International Business Programs**

[MaryPTomerlin@MissouriState.edu](mailto:MaryPTomerlin@MissouriState.edu) | Glass Hall 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**
- Cover Letter**
- Transcript(s) – undergraduate and graduate**
- Two Letters of Recommendation**
- Resume**
- Academic Study Plan**

**Application Deadline: October 1, 2024**

**Deliver to:**  
**International Business Programs Office**  
**Glass Hall 103**  
**Attn: Mary Tomerlin**

**APPLICATION FOR GRADUATE ASSISTANTSHIP**

**Missouri State University  
An Equal Opportunity Employer**

**To the applicant: Please complete both pages of this application and submit it to the department or office in which you are applying for an assistantship.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

**EDUCATION** (Please indicate Colleges and Universities attended):

<b>Institution</b>	<b>Dates Attended</b>	<b>Area of Study</b>	<b>Degree/Date</b>
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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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**I certify that the information in this application is complete and accurate to the best of my knowledge.**

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 (including, but not limited to, political affiliation and sexual orientation) 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 Jana Estergard, Equal Opportunity Officer, Park Central Office Bldg. 111, 901 South National, Springfield, Missouri 65897,

(417) 836-4252.

# 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 \_\_\_\_\_ (To be filled out by MSU) **Select One:**  
 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	First Semester in China: Sem/Year
Dept	Course No.	Title	Hours	Second 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>				

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