



IBP Graduate Assistant Position Description – Summer 2025, Fall 2025, Spring 2026

The Mission of the International Business Programs (IBP) office is to assist MSU students in finding meaningful and educational international experiences. Each person who works in IBP will exhibit a professional and welcoming attitude toward everyone who visits. A deep respect for cultural diversity and inclusiveness is required.

The IBP Director, assisted by Graduate Assistants and/or Student Workers, supports faculty, staff, and students who are leading or participating in education abroad activities. The office works very closely with the Office of Education Abroad and may support activities related to the LNU-MSU Business Completion program in Dalian, China.

Responsibilities:

General office duties: Answering phones, making appointments, and other tasks as needed to maintain a clean and pleasant work environment.

Program advising and record maintenance: Serve as first contact for students who visit IBP – offering basic information about study away programs, requirements, and processes. Maintain current and accurate records for students, faculty, and staff, as needed for study away or China programs. Assist students with elements required for study away (MSU applications, host school applications, limited assistance with visa applications). Process transfer memos for students who return from a study away program. Maintain and update records in the Study Away (Terra Dotta) system.

Marketing and Communication: Promote IBP, Study Away, and China campus programs using all forms of social media. Attend campus events, as needed, to promote study away. Must have knowledge of various forms of social media, including Twitter, Facebook, and Instagram. Maintain the digital display screen outside of the office to promote programs and experiences in a visually appealing manner. Must be able to communicate in a professional manner and explain information clearly.

Requirements:

20 hours per week in-office, Monday through Friday (schedule will coordinate around classes)

Available to work as GA a minimum of one academic year (summer, fall, spring)

Education Abroad experience

To facilitate a transfer of knowledge, the person selected must work a minimum of 10 hours per week as a paid student employee during the semester prior to the official start date as the IBP GA. Minimum wage will be paid for hours worked and it is possible to work other jobs (on or off campus) during this time. The training hours must coordinate to work with the current IBP GA.

Graduate students are not allowed to hold other paid positions on the MSU campus.

Graduate Assistants report to work one week prior to the start of classes each semester.

The IBP office must be staffed by a Graduate Assistant each year during summer school sessions. The GA must begin working one week before the summer semester officially starts. Because of limited staff during the summer, the GA cannot participate in an education abroad program during June and/or July.

Compensation:

Tuition Fee Waiver (details [here](#))

GA Stipend: \$10,046 (Fall and Spring), \$2,512 (Summer)

Application Materials:

Graduate Assistant application form ([here](#))

Cover Letter

Resume

Unofficial transcript

Submit application materials to:

Mary Pamperien Tomerlin, Director of International Business Programs

Glass 103

MaryPTomerlin@MissouriState.edu