

Graduate Assistant for Study Abroad Position Information



INFORMATION RELATED TO GRADUATE ASSISTANTS ON STUDY ABROAD

If you intend to hire a graduate student (Masters or Doctoral student) as the Graduate Assistant for your study abroad program then please read all the information contained in this document and complete the necessary details to share with Clemson Abroad and the Graduate School

The Graduate Assistant cannot be the faculty director for a program but be in the secondary leadership role. The Graduate Assistant must be provided with a clear written communication of job roles and responsibilities including performance assessment criteria and compensation by the faculty director.

QUALIFICATIONS:

The Graduate Assistant should be a student in good standing and eligible to serve as a Graduate Assistant for on-campus positions. The Graduate Assistant must also complete all required training including Title IX, Health, Safety and Risk Management etc. The Clemson Abroad office in coordination with the program Faculty-Director will provide the Graduate Assistant necessary training and development in preparation for this role (workshops, reading material, etc.). Additional considerations that are desirable in candidates for the unique context of study abroad programs include that they demonstrate exceptional organization skills and attention to detail; flexibility, professionalism, and ability to work quickly under pressure and juggle multiple tasks; excellent written, verbal and interpersonal communication; and experience with budgeting and/or accounting is preferred.

COMPENSATION:

The compensation for the Graduate Assistant generally consists of travel expenses including lodging (own separate room), flights, insurance, and group program cost that will be covered by the program, in addition to a per diem meal allowance (determined based on program/location). They will be provided with a cellphone (and required calling minutes) for logistical and emergency use related to the program. Additionally, programs are recommended to offer a modest stipend.

COMMITMENT:

Graduate Assistants on study abroad programs should be available to work up to 28 hours/week (or 20 hrs for international students) during the semester prior to the study abroad program. They must be available to travel with the program during its duration abroad, however, they will be guaranteed a reasonable amount of time off from responsibilities for the group, and will not be required to be on call 24/7. Graduate Assistants will be responsible only for enrolled students (NOT guests, accompanying family members of faculty, etc.). They may additionally assist with post-return program support.

Please check box to indicate that the Program Director understands the information related to Graduate Assistants on Study Abroad programs

PROGRAM NAME:

LOCATION(S):

DATES FROM:

TO:

FACULTY DIRECTOR:

GRADUATE STUDENT INFORMATION

LAST NAME:

FIRST NAME:

EMAIL:

CUID:

DEPARTMENT:

MAJOR:

CURRENTLY ON ASSISTANTSHIP: YES
NO

ASSISTANTSHIP SINCE:

IF YES, THEN ASSISTANTSHIP DEPARTMENT:

ENROLLING IN PROGRAM COURSES: YES
NO

IF YES, INDICATE COURSES:

PROFICIENCY IN HOST LANGUAGE (HL): YES
NO

EXPERIENCE IN PROGRAM LOCATIONS: YES
NO

SPEAKING (HL):

COMPREHENSION (HL):

GRADUATE STUDENT ENGAGEMENT INFORMATION

APPT. DATES FROM:

TO:

HOURS PER WEEK:

HOURLY WAGE:

TOTAL SALARY:

FLIGHT COST:

TRANSPORTATION:

LODGING:

MEALS PER DIEM/DAY:

TOTAL PER DIEM:

INSURANCE:

EXCURSIONS:

CELLPHONE:

OTHER MISC.:

ADDITIONAL EXPENSES:

PAID BY:

SIGNATURES

FACULTY DIRECTOR:

DATE:

DEPARTMENT CHAIR:

DATE:

EXAMPLE OF ROLES/RESPONSIBILITIES (not comprehensive, only suggested):

Please check box to indicate that the Program Faculty Director has attached a copy of the Graduate Assistant roles/responsibilities related to the study abroad program.

We have included below some examples of typical roles/responsibilities for Graduate Assistants

Pre-departure

- Provide direct support to study abroad faculty-director
- Contribute to advertising of the program
- Serve as contact point for students in the program
- Arrange and facilitate pre-departure meetings with participating students
- Serve as liaison with Clemson Abroad office and International Services
- Assist faculty-director in arranging itinerary, lodging and travel logistics

While Abroad

- Provide direct support to study abroad faculty-director
- Manage scheduling and coordination of daily activities
- Oversee communications with other parties (e.g., tour operators, bus drivers, etc.)
- Monitor student performance and morale including providing support together with faculty-director
- Track program budget and receipts
- Represent Clemson and manage activities in the absence of a faculty member
- Serve as emergency program contact in faculty-director's absence

Post-Return

- Assists with program documentation
- Provides feedback for program improvement

CLEMSON ABROAD INTERNAL USE ONLY:

DATE RECEIVED: _____ DATE BUDGET PROCESSED: _____

PROJECT CODE: _____

DATE FACULTY-DIRECTOR NOTIFIED: _____

CLEMSON ABROAD REVIEW (SIGNATURE/DATE): _____

GRADUATE SCHOOL REVIEW (SIGNATURE/DATE): _____

ADDITIONAL COMMENTS: