

Culture at Work GRA Position Listing

Dear incoming graduate student,

Congratulations on receiving a recommendation to be funded for your graduate study! We look forward to potentially working with you. Below, you will find descriptions of all the GRA positions that are available in affiliation with the M.S. in Global Media and Cultures and M.S. in Applied Language and Intercultural Studies.

To begin applying for a GRA position, please review the positions below. Consider which projects interest you, which skills you already have some experience with, and which skills you would like to develop. You do not need to already possess all the skills listed: having strong motivation to learn is equally important. However, it is helpful to explain what you have done in the past, which might help you succeed in this position. **Write down the Position Code for your top three choices.** Please use these codes to refer to specific positions that interest you.

More positions may be added in May and June as faculty research opportunities become available. Eligible students will be notified as new positions open up.

Best wishes,
The Graduate Team

Position Code	Title
MS-NATL	Asst Coord of Grad Programs, National Communication
MS-TECH	Asst Coord of Grad Programs, Campus Communication
MS-ACAD	Asst Coord of Grad Academic Programs
ML-AGSC	Asst Coord of Programs, Atlanta Global Studies Center
ML-MKTG	Asst Coord of Marketing, Modern Languages
MS-FEST	Asst Coord of Global Media Festival
PRTN-RES	Graduate Assistant, Residential Life (<i>compensation includes housing</i>)
PRTN-IAC	Graduate Assistant, Dean's Office, Ivan Allen College of Liberal Arts
GTA-LING	Graduate Teaching Assistant, Linguistics Program
GTA-SPAN	Graduate Teaching Assistant, Spanish Program
GTA-AFRI	Graduate Teaching Assistant, Francophone Africa Program
PRTN-ECO	Asst Coord of Innovation Ecosystems Department (Spanish)
GRMN-PROG	Assistant Coordinator of German Programming (German)
GRMN-LAB	Assistant Coordinator of Global Career Lab (German)

Graduate Program Leadership Team:

Assistant Coordinator of Graduate Programs, National Recruitment

GRA Supervisor: Dr. Jenny Strakovsky

Eligibility: ALIS and GMC

Position Code: MS-NATL

This position will support the implementation of public-facing recruitment and communications strategy of the Graduate Program. The GRA will manage the regional and national marketing campaigns of the program, participate in graphic design and strategy, produce news stories and multimedia, and engage faculty, staff, students, and alumni in storytelling about the program. Skills in graphic design, marketing, social media, networking, leadership, and storytelling are a plus. Projects will include maintaining a growing email database of marketing contacts, conducting email campaigns, maintaining the graduate program website, coordinating major recruitment events like FOCUS, participating in recruitment events, office hours, and webinars, and conducting admissions interviews.

More information: <https://grad.modlangs.gatech.edu/>

Assistant Coordinator of Graduate Programs, Campus Recruitment

GRA Supervisor: Dr. Jenny Strakovsky

Eligibility: ALIS and GMC

Position Code: MS-TECH

This position will work with Dr. Jenny Strakovsky in order to manage campus communications of the program. This position also serves as primary coordinator of the annual Global Holiday Festival. The GRA will maintain the digital communications of the program and coordinate on-campus recruiting efforts, including classroom visits in all 3000-4000 level classrooms. They will participate in on-campus events as needed, such as the Idealist Fair and Hispanic Heritage Month. This role can also help produce news stories about Students and Faculty in coordination with the marketing team. Skills in website design, graphic design, event planning, and news writing is a plus. Projects will include visiting upper-level classrooms, coordinating major campus events like the Global Holiday Festival, participating in recruitment events, office hours, and webinars, and conducting admissions interviews.

More information: <https://grad.modlangs.gatech.edu/>

Assistant Coordinator of Graduate Academic Programming

GRA Supervisor: Director of Graduate Studies (TBC)

Eligibility: ALIS or GMC

Position Code: MS-ACAD

This position will support key program management activities in student services and academic enrichment. The GRA will create newsletters to share major deadlines, conduct feedback surveys, organize community-building activities, and coordinate guest speakers. GRAs will also

support high-level administration of the program, such as new course approvals and new degree tracks. Students will develop skills in project management, writing, editing, event management, networking, leadership, negotiation, public speaking, community development, grant-writing, communication. Projects will include producing a monthly newsletter, organizing guest speakers, supporting curriculum development, design/updating two course catalogues, and coordinating the scheduling of Prospectus Defense presentations.

More information: <https://grad.modlangs.gatech.edu/>

Modern Languages Signature Programs:

Assistant Coordinator of Outreach, Atlanta Global Studies Center

GRA Supervisor: Dr. Sebnem Ozkan

Eligibility: ALIS and GMC

Position Code: ML-AGSC

This position will provide logistical support for a variety of AGSC meetings and events, produce a variety of marketing campaigns for AGSC events and programs, assist with various grant reporting data and basic research for grant proposal/narrative development, graphic design communication needs, and perform other related duties as assigned. The GRA will provide assistance with AGSC office operations, including meetings, AGSC events and communications, and research and data collection/analysis for grant reporting and development. Event support includes planning, support, scheduling, reservations, catering, AV and IT, taking minutes, writing short reports, and coordinating on the day of the event. In addition to this, this position will engage with the Georgia Tech community by sharing the stories of AGSC activities. Skills in graphic design, communications, basic data collection/management, reporting, research, marketing, photography, social media, storytelling are a plus. Projects will include producing email campaigns for AGSC events, producing the AGSC newsletter, coordinating the *Collaboratorium* series, writing blog posts and news stories, and supporting the organization and compilation of data for annual reports and grant proposals.

More information: <https://atlantaglobalstudies.gatech.edu/>

Assistant Coordinator of Marketing, Modern Languages

GRA Supervisor: Dr. Kelly Comfort

Eligibility: ALIS or GMC

Position Code: ML-MKTG

This position will provide key communications services to the School of Modern Languages. The GRA will produce a variety of marketing campaigns for campus events and programs and assist with various graphic design communication needs. In addition, this position will engage with the Georgia Tech community by sharing the stories of ML students and faculty. Skills in graphic design, communications, marketing, photography, social media, and storytelling are

essential. Projects will include producing flyers, email campaigns, updating the ML website, providing strategic marketing consultation, and supporting various events as appropriate.

Assistant Coordinator of the Global Media Festival

GRA Supervisor: Dr. Amanda Weiss

Eligibility: GMC students

Position Code: MS-FEST

This position will support the Global Media Fest, a signature annual film screening and discussion series that showcases films from across the globe, with a focus on sustainability from diverse perspectives. The goal of Global Media Fest is to educate viewers to be thoughtful global citizens through awareness of others' needs and viewpoints so that meaningful change can be created. Skills in community-building, marketing, event planning, cross-cultural communication, negotiation, project management, community engagement are a plus. Projects will include coordinating with faculty across languages to organize specific screenings, assisting with event logistics before, during, and after screenings; updating the website and social media presence; managing brand strategy in coordination with faculty director.

More information: <https://globalmediafest.modlangs.gatech.edu/>

Campus Partners:

Graduate Assistant, *Global at Home* Intercultural and Diversity Project, Georgia Tech Residential Life

GRA Supervisor: Dr. Sheree Gibson

Eligibility: ALIS and GMC, priority for out-of-state students

Position Code: PRTN-RES

Compensation includes housing on campus

This GRA position will research intercultural competence and diversity in order to provide theoretical framing for the design of educational programming on diversity, inclusion, equity, and cross-cultural competence. Deliverables may include intercultural competence training for housing staff but can also be targeted at undergraduate and graduate students. GRA will help a multinational perspective on major current issues in culture, science, and society, allowing residents to develop global readiness. The content delivery may occur via workshops, film series, guest lecturers and other innovative formats. The GRA will conduct research in global media studies, film studies, cultural analysis and related fields in order to develop high-quality content for students. Students will develop skills in research, interviewing, survey design, sociological research, online training, community development, diversity and inclusion. Projects may include planning and organizing events for students of Georgia Tech Housing; conduct focus groups and surveys on student needs; develop training materials and resources for students and staff; and build relationships across campus units to facilitate collaboration.

Assistant to the Associate Dean for Academic Affairs, Ivan Allen College of Liberal Arts

GRA Supervisor: Dr. David Shook

Eligibility: ALIS and GMC

Position Code: PRTN-IAC

This position provides communications and logistics to support IAC Associate Dean David Shook. The successful candidate will have excellent research, communication, and organizational skills and some expertise with event planning & correspondence. Responsibilities are varied and will include written, design and creative projects, event planning, and administrative work. Tasks include, but are not limited to gathering, synthesis, writing, and posting of news related to Graduate Studies, writing news stories and web postings related to IAC graduate recruitment and curricular initiatives; student, faculty, and alumni achievements; and events (using Mercury). Students should possess good writing and communication skills, web and print design, knowledge of web and social media, event coordination, community engagement, recruitment, detail-oriented, flexibility and adaptability, Photoshop, Illustrator, Dreamweaver. Projects may include research and writing for the Ivan Allen College Graduate Studies electronic newsletter devoted to Careers, Internships, Study Abroad, Work Abroad, Events, etc; designing brochures, posters, website graphics, Google forms for IAC Graduate events; undertaking an annual poll or survey of IAC graduate students; general organizational tasks related to correspondence, reservations, and event planning, including for the IAC graduate paper competition and conference.

Teaching Assistantships:

Graduate Teaching Assistant, Linguistics Program

Course: LING 2100 (202108), LING 2100 (202202)

GTA Supervisor: Dr. Lelia Glass

Eligibility: MS-ALIS, any language

Position Code: GTA-LING

This position serves as a Graduate Teaching Assistant for Ling 2100 (Intro to Linguistics) for both Fall and Spring semesters, providing an opportunity to learn and improve over time. The GTA will attend all course lectures, reply to students' email inquiries, and grade student assignments in coordination with the instructor. In the Spring semester, the GTA may be invited to teach one or two class sessions of the course. This position provides the opportunity to develop professional knowledge of Linguistics and the learning sciences, as well as skills in communication, project management, training, online learning and learning technologies. Candidates for this position must have an enthusiasm for Linguistics, as well as strong communication and organizational skills. GTAs must be full-time students (12+ credit hours) and are required to complete Institute GTA orientation in Fall.

Graduate Teaching Assistant, Spanish Program

Courses: ML/LATX 2500 (202108), ML/LATX 2500 (202202)

GTA Supervisor: Dr. Juan Rodriguez

Eligibility: MS-ALIS, Spanish concentration

Position Code: GTA-LATX

This position serves as a Graduate Teaching Assistant for ML/LATX 2500 (LatinX Communities) for both Fall and Spring semesters, providing an opportunity to learn and improve over time. The GTA will attend all course lectures, reply to students' email inquiries, and grade student assignments in coordination with the instructor. This iteration of ML 2500 will have a focus on LatinX Community Development, with a service-learning component engaging the Atlanta LatinX community. In the Spring semester, the GTA may be invited to teach one or two class sessions of the course. This position provides the opportunity to develop professional knowledge of community development, LatinX cultures, and the learning sciences, as well as skills in communication, project management, and teaching and learning technologies. Candidates for this position must have advanced-to-superior Spanish skills, enthusiasm for Spanish-speaking cultures, as well as strong communication and organizational skills. GTAs must be full-time students (12+ credit hours) and are required to complete Institute GTA orientation in Fall.

Graduate Teaching Assistant, Francophone Africa Program

Courses: ML/AFRI 2500 (202108), ML/AFRI 2500 (202202)

GTA Supervisor: Dr. Chris Ippolito

Eligibility: MS-ALIS, French concentration

Position Code: GTA-AFRI

This position serves as a Graduate Teaching Assistant for ML/AFRI 2500 (Francophone Africa Studies) for both Fall and Spring semesters, providing an opportunity to learn and improve over time. The GTA will attend all course lectures, reply to students' email inquiries, and grade student assignments in coordination with the instructor. This iteration of ML 2500 will have a focus on Francophone Africa. In the Spring semester, the GTA may be invited to teach one or two class sessions of the course. This position provides the opportunity to develop professional knowledge of African Studies and the learning sciences, as well as skills in communication, project management, and teaching and learning technologies. Candidates for this position must have advanced-to-superior French skills, an enthusiasm for African culture, as well as strong communication and organizational skills. Skills in Wolof or Swahili a plus. GTAs must be full-time students (12+ credit hours) and are required to complete Institute GTA orientation in Fall.

Language-Specific:

Assistant Coordinator of German Programming

GRA Supervisor: Dr. Britta Kallin

Eligibility: GERMAN, ALIS and GMC

Position Code: GRMN-PROG

Multiple positions

These positions will work closely with the German faculty members and as a team to support the growth of the German Program. GRAs will apply their language and cultural studies skills in order to build community, as well as grow campus engagement. They will organize language forums for undergraduate students, provide tutoring/writing services, assist with study abroad program marketing and organization, and German program event planning. Skills in project management, program creation and development, marketing, communications, graphic design, community engagement and building, tutoring, training, leadership, cross-cultural communication, negotiation, teamwork are a plus. Projects will include running weekly undergraduate conversation table; liaise with German Club, providing language and writing tutoring, assisting with outreach and on-campus events for the German program, assisting in organizing and promoting the German Study Abroad Programs (organize pre-departure meetings, communicate with vendors, etc.), coordinating German Day (grant-writing, event planning), organizing the German Program's contribution to ML's annual Holiday Festival, and improving the German Program's online presence.

Assistant Coordinator of Global Career Programs

GRA Supervisor: Dr. Jenny Strakovsky

Eligibility: GERMAN, ALIS and GMC

Position Code: GRMN-LAB

Working closely with Dr. Strakovsky, this position coordinates the *Global Career Lab*, an interdisciplinary course that provides students with career education and life design resources in German and introduces students to the many opportunities that studying language can open up for them in their career. This position requires developing teaching materials, planning and coordinating guest speaker events, conducting marketing and communications for the program, and advising students on their resumes, presentations, and other job materials. Students develop skills in program development, networking, project management, communications, advising, training, leadership, negotiation, cross-cultural communication, community engagement, event planning, marketing. Tasks and Projects may include working with German-speaking experts in STEM departments and Atlanta's German-speaking professional community, helping students build marketable intercultural competence and communication skills, coordinating high-profile guest speaker visits, supporting students in developing professional vocabulary and writing skills.

Assistant Coordinator of Innovation Ecosystems Department

GRA Supervisor: Ms. Juli Golemi

Eligibility: SPANISH, ALIS and GMC

Position Code: PRTN-ECO

Innovation Ecosystems (IE), a unit within the Enterprise Innovation Institute (EI2), is engaged in a wide variety of programs and activities focused on innovation and entrepreneurship development on a global scale. Some key programs include delivering educational programming for governments, universities, non-profits, and corporations.

This position will work with Ms. Juli Golemi to support the various arrangements of programs in the Innovation Ecosystems (IE) group. The demand for our programs in the Latin American countries has been a focus, so there is a need for a Spanish language expert who will also understand the culture and customs of our diverse clients. This position will organize and coordinate arrangements for visits from our international clients coming to Atlanta for training, and also for our Program Managers traveling to international locations for instruction and training in our client's countries. Activities will also include the need for developing program marketing and coordination through Georgia Tech's communications department as well as event planning and relevant research.

Good writing, interpersonal communications, and computer skills are expected, along with a knowledge of media and web communications adhering to the university standards. Applicants must be proficient in Word, Excel, and PowerPoint. Experience with Access, InDesign, and WordPress are highly desirable. Projects will include running the annual spring training program for international entrepreneurs; translating, transcribing, or compiling reports for client meetings; providing cultural research for case studies or consulting, and meeting with clients in Atlanta.