

## GRADUATE ASSISTANT POSITION POSTING

<b>Employing Office</b>	C. Raymond Marvin Center for Student Leadership and Civic Engagement
<b>Type of Graduate Assistant Position (RAII, RAI, TI, TA)</b>	RAII
<b>Number of Vacancies for this Position</b>	1
<b>Hours per Week (per vacancy)</b>	20
<b>Term</b>	Academic Year

### **Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)**

Open to all graduate programs;

Preferred program: Masters in Public Administration

### **Qualifications/Preferred Skills**

- Project Management
- Curriculum Development
- Partnership Building
- Event Planning
- Data Analysis and Reporting
- Supervisory Skills
- Communication Skills
- Attention to Detail

### **Position Description**

The C. Raymond Marvin Center for Student Leadership and Civic Engagement is the hub for leadership and service at BGSU. The Marvin Center houses a variety of programs, events, and initiatives intent on connecting students, faculty, and staff with opportunities to grow their leadership skills and engage in the community. As an office, the Marvin Center has a commitment to develop leaders who serve their communities and lead for the public good.

#### **Position Responsibilities**

The Graduate Assistant for the Help America Vote College Program directly supports the Marvin Center through the college poll worker training program, alongside the Coordinator of Civic Engagement. The graduate assistant will oversee a two year-long grant funded program by the United States Election Assistance Commission. The graduate assistant's responsibilities will include nonpartisan program and curriculum development, coordinating training sessions for students, forging relationships with nonpartisan local and national partners to expand the efforts of the program, and reporting programmatic metrics.

**Program Implementation:** Oversee the development and implementation of the Poll Worker program and curriculum. Forge and leverage multiple on- and off-campus partnerships to advertise and promote the Poll Worker Training Program. Coordinate and implement tabling and service initiatives to promote and recruit the program to the BGSU campus community. Serve as an indirect supervisor to two undergraduate students employed under the Help America Vote College Program grant.

**Event Coordination:** Oversee the event planning and implementation of the Poll Worker Training Program signature events. Ensure direct connections and opportunities are presented at each training event to bridge the training to direct service. Plan and implement post-election to encourage life-long democratic engagement.

**Data Tracking and Reporting:** Collaborate with Coordinator of Civic Engagement to develop and implement an overarching data collection and management plan. This includes developing key learning outcomes for each training session, a comprehensive plan for data collection, frequent tracking, and detailed reporting to assess the overall impact of tabling, advertising campaigns, and training events. Assist with semi-annual reports to the U.S. Election Assistance Commission.

**Additional Responsibilities:** Attend weekly staff meetings, and supervisory one-on-ones. Attend Marvin Center Student Coordinators' weekly team meeting.

### Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

**Required application materials**                      Resume, cover letter

**Send application materials to**                      adasmit@bgsu.edu

**Application Due Date**                              Open until filled