Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Graduate College: Communications Position
Hours to work: 20
Stipend rate: Varies by department

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
   • Marketing
   • Media & Communication
   • Journalism
   • English
   • World Languages
   • Higher Education
   • Programs within the School of Cultural and Critical Studies
   • Other related Humanities programs

2. Qualifications/preferred skills
   • Effective writing and oral communication skills
   • Proficient with Microsoft Word and familiar with Excel
   • Responsible and assertive
   • Well-organized and detail-oriented
   • Positive attitude and outgoing
   • Independent, self-starter
   • Social media experience
   • Web-editing experience

3. Position Description
   • Maintain Graduate College website
   • Create and maintain marketing materials
   • Manage weekly communication with the rest of the BGSU community
   • Responsible for Graduate College’s weekly bulletin: The Academic Agenda
   • Manage Graduate College social media accounts
   • Assist Graduate College staff as needed

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.
1. To apply to this positions, send the following materials: Letter of application, resume, and two references (name and contact information only – recommendation letter not required)
2. Send GA application materials to: Libby Romanin, The Graduate College, 120 McFall, BGSU
3. GA position application due date: Review of applications will begin on April 10th and continue until the position is filled.