Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Institute for the Study of Culture & Society
Hours to work: 20
Stipend rate: Dependent on academic program rate

Eligible Program Applicants (Applicants must be from one of the following graduate programs):
• ACS

Qualifications/preferred skills
• Familiarity with Microsoft Office
• Strong research, writing, and editing skills
• Excellent organizational and time-management skills
• Good interpersonal skills

Position Description (primary and secondary responsibilities)
• Create and implement communications plans for ICS, including:
  o Updating ICS website and social media accounts
  o Drafting text for emails, letters, posters, and other essential documents
  o Planning, scheduling, and publicizing events, including the Spring Speaker Series and Artist-Scholars-in-Residence Fellowship lectures
  o Creating itineraries for visiting speakers
  o Scheduling meetings with ICS Fellows, interdisciplinary research clusters, and ICS Executive Board members
  o Collecting and organizing ICS Fellowship applications and Executive Board nominations
  o Archiving ICS documents on ScholarWorks
  o Updating activity reports on research clusters

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:
   o CV
   o Letter of application, including:
     ▪ Why you are interested in being a GA at ICS
     ▪ Your skills and interests that might be well suited to working with an interdisciplinary public humanities institute
     ▪ Any previous experience with planning events and/or writing promotional materials, or other relevant background

2. Send GA application materials to:
   o Jolie Sheffer, Director of ICS at jsheffe@bgsu.edu and in hard copy to 230 East Hall

3. GA position application due date: March 20, 2017.
   o Review of applications will begin immediately after the deadline, with finalists being invited to interview for the position.