GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – AY 21-22

Please see the Graduate College website for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: English Department, ESOL Program

Type of Graduate Assistant Position *(RAII, RAI, TI, TA)***:** RAII for ESOL Program

Hours to work *(per vacancy)*: 20

Stipend rate *(Note: Hiring units must pay the stipend rate associated with the student's graduate degree program)*: Click or tap here to enter text.

Term: ☐ Summer   ☒ Academic Year   ☐ Fall   ☐ Winter Session   ☐ Spring Session

Number of vacancies for this position: 1

1. **Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs*.):
   - MA Literary & Textual Studies
   - MFA Creative Writing
   - PhD Rhetoric & Writing

2. **Qualifications/preferred skills**
   - Eligible for assistantship in the English Department
   - Excellent organizational and time management skills
   - Ability to manage multiple priorities and projects
   - Strong interpersonal skills
   - Ability to work independently and collaboratively
   - Familiarity with Microsoft Office, Outlook, Social Media (Facebook, Instagram)
   - Experience with intercultural communication, linguistics, and/or TESOL (if no previous experience, commitment to professional development in these areas is needed)

3. **Position Description** (*primary and secondary responsibilities*)
   Coordinates the Cross-Cultural Conversation Connection (CCCC) program, including promotion, group logistics, group leader training, event planning, and materials development. If qualified, teaches the Community English class, including promotion, curriculum development, and lesson planning. Assists ESOL Program Director in projects and office management as needed. Tasks may include: benchmarking other T/ESOL programs, conducting library/online research, writing reports/making recommendations based on collected data, and maintaining the program library. Learn more about the ESOL Program at www.bgsu.edu/esol.

Application Process:

Please indicate on the departmental preference sheet that you would like to apply for this position and provide a short description of your interests/qualifications.

Due date: January 25, 2021