

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – Spring 2022

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

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Department of English/Mid-American Review

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII MAR Managing Editor (SPRING)

Hours to work (per vacancy): 10

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program): 11,500

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 2

1. **Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):
 - Second-Year Creative Writing Graduate Student (any genre)
 - IF UNFILLED: open to Second-Year Literature Graduate Students and all Doctoral Students

2. Position Description (*primary and secondary responsibilities*)

Assists *Mid-American Review* Chief in issue production, to include contracting and liaising with contracted writers, copyediting and proofreading issue copy, coordinating subscriptions (database management, new subscriber campaigns), responding to queries, coordinating mailing of issues, and setting work with InDesign. Also assists with grant writing and maintenance. The managing editor will participate in outreach events such as ArtsX and general public relations.

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 position, send the following materials:** cover sheet, resume/CV, and answers to the following questions on a separate sheet of paper: 1) For the position or positions selected, why are you interested in these positions? How would they benefit you, and how would your skills/resources serve the program? 2) What experience do you have in communicating with/assisting other writers, beyond workshop? 3) Select two duties noted in the position description. For each, explain at least one new or innovative method you would propose to utilize in that task.

Due date: January 25, 2021