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

Type of Graduate Assistant Position *(RAII, RAI, TI, TA)***:** RAII for English Department

Hours to work *(per vacancy)*: 20

Term: ☒ Academic Year

Number of vacancies for this position: 1

1. **Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs*.):
   • MA Literary & Textual Studies
   • MFA Creative Writing
   • PhD Rhetoric & Writing

2. **Qualifications/preferred skills**
   • Experience with Microsoft Office and graphic design and publishing software platforms
   • Excellent organizational and time management skills
   • Ability to manage multiple priorities and projects
   • Strong interpersonal skills
   • Ability to work independently and collaboratively

3. **Position Description** (*primary and secondary responsibilities*)
   Assists English Department Chairs in major projects. Tasks may include: coordinating the Professional Badge Program for English Graduate Students, engaging in outreach efforts with prospective students, assisting with event planning, and developing promotional materials to advertise English Department events and initiatives.

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