

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – Fall 2021

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/Creative Writing Program

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII Creative Writing Program Assistant (FALL)

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)

2. Qualifications/preferred skills

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

Assists Director in major projects such as coordinating current literary programming, planning future programming, overseeing key aspects of the undergraduate program, assisting in recruiting initiatives, and engaging in long-term planning. Tasks may include: researching and analyzing the practices of peer institutions; planning and logistical support for the College of Arts and Sciences Reading Series; supervising the BFA sophomore portfolio process; reports on data collected on alumni publications and professional success; identifying external funding opportunities and aiding in grant writing; and facilitating training of incoming director's assistant.

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.
- 2. Send GA application materials to:** Danielle Burkin (dburkin@bgsu.edu)
- 3. GA position application due date:** January 25, 2021

Budget expected to fund this position:

Unit's operating budget or personnel budget:

Speedtype: 110500/10000/????

Grant/source external to BGSU:

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Other – [Click or tap here to enter text.](#)

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