Please see the [Graduate College website](http://example.com) for full definitions of each position (RAI, RAI, TA, TI).

**GRADUATE ASSISTANT POSITION**

**Hiring Unit/Office:** English Department, ESOL Program  
**Type of Graduate Assistant Position** *(RAII, RAI, TI, TA)*: RAI 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](http://example.com) (CCCC) program, including promotion, group logistics, group leader training, event planning, and materials development. If qualified, teaches the [Community English](http://example.com) 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](http://example.com).

**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