

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: Literature Program

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII

Hours to work (*per vacancy*): 20

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

1. Eligible Program Applicants:

Applicants must be eligible for an assistantship in the English Department and from one of the following programs:

- MA Literary & Textual Studies
- MFA Creative Writing
- PhD Rhetoric & Writing

2. Qualifications/preferred skills

- Familiarity with technologies useful in creating PR materials and organizing events.
- Excellent organizational and time-management skills.
- Strong analytical and creative skills.
- Ability to work both independently and collaboratively.
- Ability to respond to program needs in a timely fashion as they arise.
- Commitment to supporting both undergraduate and graduate education.

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

The Literature Program Assistant will work with the Director in order to make the program visible through engaging in tasks such as creating/editing PR materials, designing the monthly bulletin board, and assisting during special events. They will also support the program by tracking alumni, contributing to undergraduate and graduate recruitment efforts, and helping to supervise Sigma Tau Delta. The Literature Program Assistant may also be engaged in research and committee work in order to contribute to curricular revision and similar programmatic needs.

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:** CV; cover letter explaining why you are interested in being a Literature Program Assistant, and the skills and interests that make you well suited for the position.

2. **Send GA application materials to:** Stephannie S. Gearhart, Literature Program Director (stephsg@bgsu.edu)
3. **GA position application due date:** January 25, 2021

Budget expected to fund this position:

- Unit's operating budget or personnel budget