

**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*): English Department Webmaster/Social Media Assistant

**Hours to work** (*per vacancy*): 20

Click or tap here to enter text.

**Term:**  Academic Year

**Number of vacancies for this position:** 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

**Qualifications/preferred skills:**

- Experience with website maintenance and social media outreach
- Competency in standard 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

**Position Description** (*primary and secondary responsibilities*):

Working closely with the department chair, the promotional committee, and program directors, the English department Webmaster/Social Media Assistant works to maintain an active online presence for the English Department. Duties include: building and maintaining the English Department website, overseeing departmental social media accounts, taking pictures for departmental promotion, and writing press releases to highlight departmental initiatives and faculty accomplishments.

**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

