

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2022

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Center for Public Impact (CPI)

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

Hours to work (per vacancy): 20

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program): Varies by program

Term: Summer Academic Year Fall Spring Semester

Number of vacancies for this position: 2

- 1. Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Applicants may be from a variety of fields with an interest in public and community engagement, civic, community and regional development, and working with nonprofit partners.*)

- American Culture Studies
- Business Administration
- Cross-cultural and International Education
- Food and Nutrition/Social Work/Public Health
- Higher Education Administration/College Student Personnel
- Leadership Studies
- Media & Communications
- Organization Development
- Public Administration
- Workforce Education and Development

2. Qualifications/preferred skills

Seeking some combination of the following, with a strong emphasis on project planning and strong administrative skills, and/or an interest in developing skills in these areas. Note Candidates will have the opportunity to integrate their graduate program of study with their office and program responsibilities.

- Organizational/administrative skills and strong interpersonal communication skills, preferably with experience of working in an office/academic/non-profit environment;
- Project and event planning experience;
- Professional communication (both writing and speaking) skills, and experience conducting presentations/training/teaching, and interacting with diverse audiences;
- Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
- Experience and a commitment to mentoring and supervising students and working as part of a collaborative team;
- Commitment to diversity and inclusion, social change, and civic action;

3. Position Description (primary and secondary responsibilities)

The BGSU's Center for Public Impact (CPI) is a hub for faculty, students, and the community to access opportunities and resources, and develop research, projects and partnerships, that connect the Universities resources with community needs and interests. CPI is guided by social justice and equity perspectives in all areas of our work. Full-time staff work with graduate students from various majors, undergraduate student leaders, and a network of colleagues both on and off campus who are part of our programmatic initiatives. As a CPI graduate student, you will work on a range of projects and initiatives, and have opportunities to supervise and lead student teams, work with external partners, and build a portfolio of experiences relevant to your career and professional goals. The staff of CPI is comprised of a motivated and engaged team of professional staff with a diversity of professional experience, and a team of talented and dedicated graduate and undergraduate students who work to implement programs and partnerships that impact both the campus and the wider community. Graduate Assistants play a role in designing and managing a variety of programs and initiatives based on their academic program, skills and interests, and the current needs of the Center.

Successful candidates would assume responsibility for program areas based on their experience with, and interest in:

- *Community based learning; Volunteer/community engagement events& programs;
- *Civic engagement/learning and deliberative dialogues;
- *Alternative Breaks, Voter and Civic Action and community & public service;
- *Leadership and student development;
- *Non-profit management and partnerships with community and civic organization;
- *Regional development and outreach;
- *All forms of experiential learning; National Service, Peace Corps, and civic society groups.

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:** A current Resume/CV
2. **Send GA application materials to:** Dr. V Rosser via email to publicimpact@bsgu.edu
3. **GA position application due date:** position/s open until filled

Budget expected to fund this position:

- Unit's operating budget or personnel budget:
Speedtype: 119910/10000
- Grant/source external to BGSU:
Speedtype: Click or tap here to enter text.
- Other – Click or tap here to enter text.
Speedtype: Click or tap here to enter text.