

**GRADUATE COLLEGE**  
**GRADUATE ASSISTANT APPLICATION FORM – FY 2023**

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

**GRADUATE ASSISTANT POSITION**

**Employing Office:** Graduate College

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

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

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

**Term:**  Summer  Academic Year  Fall  Winter Session  Spring Session

- 1. Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):
  - Students from doctoral programs in English, Media & Communication, American Culture Studies, History, or other Humanities preferred.
  - Students in other doctoral programs, or master's programs required to submit a thesis to OhioLINK will also be considered.
  
- 2. Qualifications/preferred skills**
  - Adobe Acrobat Professional and Microsoft Word
  - Experience with APA, MLA, or Chicago Style
  - Excellent Communication Skills
  - Experience with social media posting (Twitter, Facebook, Instagram)
  - Web experience preferred
  
- 3. Position Description** (*primary and secondary responsibilities*)

Focus on Graduate College social media (Twitter, Facebook, Instagram). Develop content, post relevant articles, answer questions/posts, monitor activity. Assists students with the OhioLINK Electronic Theses and Dissertations (ETD) formatting, accessibility, and submission process. Assists graduate students with formatting their final manuscripts into a PDF document that meets the requirements of the Graduate College. Assist students with making their document meet accessibility standards. Assists graduate students with interpreting instructions during the ETD submission process. Conducts the final review of submitted manuscripts.

**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 for this position, send the following materials:** Resume or CV and an example of a paper you wrote using APA, MLA, or Chicago Style with References/Works Cited/Bibliography
- 2. Send GA application materials to:** Kim Fleshman (kflesh@bgsu.edu)
- 3. GA position application due date:** 4/15/22 or until position is filled