

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: Institute for the Study of Culture & Society (ICS)

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*): Program Stipend Rate

Term: Summer Academic Year Fall Spring Semester

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- American Culture Studies
- Rhetoric and Writing PhD
- MA in Literary and Textual Studies

2. Qualifications/preferred skills

- Familiarity with Microsoft Office
- Strong research, writing, and editing skills
- Excellent organizational and time-management skills
- Good interpersonal skills
- Ability to work both independently and collaboratively, including supervision of undergraduate interns.
- Social media experience (planning and implementation)
- Familiarity with Adobe Creative Suite is a plus

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

Assists Director in all aspects of ICS work. Responsible for implementation of programs and projects. This position provides excellent preparation for alt-ac careers such as directing a Center, Institute, or non-profit organization. Tasks may include: revising ICS website and social media; drafting text for emails, letters, posters, and other essential documents; planning, scheduling, and publicizing events.

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:** CV; Cover Letter that addresses why you are interested in being a GA at ICS, any skills and interests that might be well suited to working with an interdisciplinary public humanities institute, any previous experience with planning events and/or writing for public audiences, or other relevant background.
2. **Send GA application materials to:** Jolie Sheffer jsheffe@bgsu.edu
3. **GA position application due date:** Applications will be accepted until the position is filled.