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

GRADUATE ASSISTANT POSITION

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

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): 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.