

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: Office of Multicultural Affairs

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):
\$10,000

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.*):

- MA in American Culture Studies
- All Art majors
- Athletic Training
- Business Administration
- Clinical Mental Health Counseling
- College Student Personnel
- Communication
- Creative Writing
- Criminal Justice
- Cross Cultural and International Education
- Educational Leadership
- English
- Master of Organizational Development
- Financial Economics
- Food and Nutrition
- Gerontology
- Health Services
- Instructional Design and Technology
- Integrative Design
- Music Education
- Music History
- Political Science
- Popular Culture
- Public Administration
- Social Work
- Sociology
- Spanish
- Theatre

2. Qualifications/preferred skills

See below

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

See below

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:** Cover letter, resume/cv, statement about your commitment to Diversity, Equity, and Inclusion
2. **Send GA application materials to:** The Office of Multicultural Affairs and LGBTQ+ Programs; OMA@bgsu.edu
3. **GA position application due date:** June 16, 2022

Graduate Coordinator for LGBTQ+ Programs

Position Description:

The Graduate Coordinator for LGBTQ+ Programs is a 20 hour per week graduate assistantship in which the GA will coordinate and facilitate training and education programs and advise student mentorship and leadership initiatives. This GA is a member of the Division of Diversity and Belonging, which has a central mission to create inclusive and affirming environments to retain diverse populations of students, faculty, and staff at BGSU. This GA will report to the Assistant Director for Diversity Education and Resource Centers.

Major Responsibilities Include:

- Co-coordinate and facilitate the Safe Zone program and other LGBTQ+-related diversity education
- Co-coordinate social justice related diversity programming/education
- Co-coordinate the LGBTQ+ Resource Centers space and LGBTQ+ student mentoring and support
- Co-advise the Queer/Trans Student Union
- Serve as a member of one of the identity-based graduation ceremony planning committees
- Work closely with other OMA graduate assistants
- Participate in staff meetings

Additional Responsibilities Include:

- Other duties as assigned

Features/Culture of the Office:

The student in this position will have a lot of contact with undergraduate students and will be crucial to the success of LGBTQ+ programs and the Office of Multicultural Affairs. This student will work closely with the Assistant Director for Diversity Education and Resource Centers but will also have the opportunity to collaborate with all OMA colleagues and work independently, when appropriate. This position will require some night/weekend responsibilities, but flextime is encouraged.

Time Commitment:

- 20 hours per week
- Evening coverage of the LGBTQ+ Resource Center and Multicultural Student Center one evening per week
- Evening/Weekend programming responsibilities occasionally (especially during LGBTQ+ History Month, Rainbow Days, and Gender Awareness Days)
- The start date for this position is August 1st
- Standard CSP contract

Benefits/Compensation:

- CSP Stipend amount
- Tuition assistance at standard CSP rate
- Professional development: Dependent upon the needs of the GA and availability of funding

Prerequisite Knowledge/Skills:

- Candidate must have a Strong understanding of historical and contemporary Lesbian, Gay, Bisexual, Transgender, Queer issues (required)
- Demonstrated advocacy for the LGBTQ+ community (required)
- Diversity, Equity, Inclusion education and programming facilitation knowledge/skills/experience (required)

- Knowledge of and sensitivity to issues/concerns surrounding race, ethnicity, gender, gender identity, sexual orientation, privilege, and power (required)
- Previous experience working with diverse student populations (preferred)
- Knowledge on how to engage students (preferred)
- Experience Developing and marketing programming for undergraduate students (preferred)

Institution: Bowling Green State University

Department: Office of Multicultural Affairs

Website for Department: www.bgsu.edu/oma

Number of Positions Available: 1

Supervisor/Department Contact Information

Name: Shevonne Nelson Dillingham

Title: Assistant Director for Diversity Education and Resource Centers

Institution: Bowling Green State University

Email: sndill@bgsu.edu

Phone: 419-372-6858