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

**GRADUATE ASSISTANT POSITION**

**Employing Office:** Graduate College/Office of Civic Engagement

**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.):*
   - Applicants from any graduate program may apply; students from programs either in the social sciences or an applied professional field would be best for this position

2. **Qualifications/preferred skills**
   - Strongly preferable to be a returned Peace Corps Volunteer
   - Excellent communication skills
   - Proficient in Microsoft Office programs, especially Word and Excel
   - Preferred event-planning experience
   - Organized, independent/self-starter

3. **Position Description** *(primary and secondary responsibilities)*
   - Manage internal and external communications regarding the BGSU Coverdell Fellows Program, including all graduate degree programs on campus
   - Assist in communication with the Peace Corps headquarters (Washington, D.C.)
   - Serve as president of RPCVs of BG regional organization
   - Assist with the Peace Corps Prep program organization
   - Collaborate with Peace Corps regional officials on events and programs
   - Promote Peace Corps and Fellows events on campus
   - Manage social media web pages
   - Assist in coordination of fundraising endeavors
   - Assist in advising prospective graduate student Fellows program applicants
   - Plan social events for Coverdell Fellows Program
   - Collect data for submission of yearly Peace Corps Coverdell Program Census to Peace Corps
   - Work collaboratively with the Graduate College and Office of Civic Engagement to assist with cooperative activities among the units

**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:** letter of application, resume, names/contact information for two references
2. **Send GA application materials to:** Dr. V. Jane Rosser jrosser@bgsu.edu

3. **GA position application due date:** Applications will be accepted until the position is filled.