

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/ 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



BOWLING GREEN STATE UNIVERSITY

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.