

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2022

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

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Africana Studies/Asian Studies/International Studies

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): Maximum \$10,000

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

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

- College of Arts and Sciences Programs

2. Qualifications/preferred skills

- Strong communication and writing skills
- Strong organizational skills
- Experience/Interest in Asian cultures and languages, African cultures, and/or international issues
- Social media competence
- Adobe Acrobat, Photoshop, Zoom, Microsoft Office experience

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

Assist Interdisciplinary Program Directors with student recruitment and student retention through outreach events, promotional efforts, and the development, implementation, and coordination of co-curricular activities. Assist the directors in supporting current students by maintaining regular contact hours in the programs' office in Shatzel Hall. Supervise and collaborate with undergraduate interns in the development of social media presence, social media campaigns, other digital efforts, and face-to-face outreach efforts, e.g., class visits, Preview Day, Expand Your Horizons Fair. Compile content and coordinate promotional communications for AFRS/ASIA/INST events and other program-related communications. Maintain and update program websites. Perform other duties as assigned in support of program growth and student success, e.g., help implement program events and conferences.

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 to this positions, send the following materials:** Letter of Interest that speaks to qualifications listed above and candidate's ability to carry out position responsibilities, and CV
2. **Send GA application materials to:** Beka Patterson rpatter@bgsu.edu
3. **GA position application due date:** May 3, 2021

Budget expected to fund this position:

- Unit's operating budget or personnel budget
- Grant/source external to BGSU
- Other – College of Arts and Sciences