

## Center for Community & Civic Engagement - Bowling Green State University

### Position Description Graduate Assistant (Research Assistant II)

<http://www.bgsu.edu/center-for-community-and-civic-engagement.html>

**Hiring Unit/Office:** **Center for Community & Civic Engagement**

*The Center for Community and Civic Engagement (CCCE) is a unit within Academic Affairs, and the Director reports to the Vice Provost for Academic Affairs. The CCCE is seeking qualified Masters/PhD level student/s to play a role in programmatic initiatives that develop innovative campus-community programs and partnerships leading to high impact student learning, faculty community engagement, and community and civic impact. The Center is known for initiatives such as - community based learning courses, campus-community partnerships, international service-learning, BG Alternative Breaks, the Civic Action Leader scholarship program, MLK Jr. Day of Service, Public Policy Projects, the Vital Communities Initiative, BGSU Votes, and Democratic Dialogues.*

**Hours to work:** Position is 20 hours per week for the academic year (summer appointment possible), with a flexible schedule based on course commitments. 10 hour appointments are sometimes available based on funding.

**Stipend rate:** Based on MA or PhD level and program

**1. Eligible Program Applicants** (Applicants must be from one of the following graduate programs):

- HESA
- MACIE
- EDLP
- MBA
- EMOD
- MPA
- COMMUNICATIONS
- SCCS (ACS, Women's, Gender & Sexuality Studies, Popular Culture)
- ETHNIC STUDIES
- FOOD & NUTRITION
- GERONTOLOGY
- PUBLIC HEALTH

**Qualifications/preferred skills:**

Seeking some combination of the following, with a strong emphasis on project planning and strong administrative skills and/or an interest in developing skills in these areas:

- Organizational/administrative skills and strong interpersonal communication skills, preferably with experience of working in an office/academic/non-profit environment;
- Project and event planning experience;
- Experience supervising and coordinating teams;
- Good technology, writing and editing skills;
- Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
- Teaching/training experience;
- Experience conducting presentations, training, and interacting with diverse audiences;
- Experience with programs such as community based learning, volunteer/community service events & programs, alternative breaks, civic engagement, leadership and student organizations, non-profit organizations, and all forms of experiential learning;
- Experience mentoring and supervising undergraduate students;
- Commitment to working as part of a collaborative team;
- Commitment to diversity and inclusion.
- Candidates will have the opportunity to integrate their graduate program of study with their office and program responsibilities.

**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 position, send the following materials:**

A brief cover letter highlighting experiences that relate to this position, a CV/Resume, two references (name, title, phone numbers and email addresses), to the following contact person as soon as possible via email attachment.

**2. Send GA application materials to:** Kris Sautter [ksautte@bgsu.edu](mailto:ksautte@bgsu.edu), 419 372 9865

**3. GA position application due date:** Applications accepted on a rolling basis.