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, 419 372 9865
3. **GA position application due date:** Applications accepted on a rolling basis.