Graduate Assistant (Research Assistant II) Position

**Hiring Unit/Office:** The Graduate College: Communications Position  
**Hours to work:** 20  
**Stipend rate:** Varies by department

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Marketing
   - Media & Communication
   - Journalism
   - English
   - World Languages
   - Higher Education
   - Programs within the School of Cultural and Critical Studies
   - Other related Humanities programs

2. **Qualifications/preferred skills**
   - Effective writing and oral communication skills
   - Proficient with Microsoft Word and familiar with Excel
   - Responsible and assertive
   - Well-organized and detail-oriented
   - Positive attitude and outgoing
   - Independent, self-starter
   - Social media experience
   - Web-editing experience

3. **Position Description**
   - Maintain Graduate College website
   - Create and maintain marketing materials
   - Manage weekly communication with the rest of the BGSU community
   - Responsible for Graduate College’s weekly bulletin: The Academic Agenda
   - Manage Graduate College social media accounts
   - Assist Graduate College staff as needed

**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 application, resume, and two references (name and contact information only – recommendation letter not required)
2. Send GA application materials to: Libby Romanin, The Graduate College, 120 McFall, BGSU
3. GA position application due date: Review of applications will begin on April 10th and continue until the position is filled.