

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Graduate College

Hours to work: 20

Stipend rate: Determined by appropriate graduate program rate

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

- MA in Cross-Cultural and International Education (MACIE)
- Any graduate level World Languages program (Spanish, French, German)
- Programs in the School of Cultural and Critical Studies
- Sociology
- MPA
- MBA
- CSP or Higher Education
- Other related Humanities programs

2. Qualifications/preferred skills

- Experience in professional development
- Experience in organizing events/workshops/seminars
- Excellent communication skills (speaking and writing)
- Extensive experience working with a variety of people from different backgrounds
- Proficient knowledge in Microsoft Office package (esp. Word, Excel)
- Demonstrated leadership skills, having led groups of people in projects

3. Position Description: *Graduate Student Professional Development and Inclusion Coordinator*

This Graduate Assistant will be responsible for organizing the Graduate College's professional development workshops for graduate students. Graduate workshops will be designed throughout the year as supplemental professional development that students receive in addition to the support they receive from their departments/advisors. While PD sessions will be designed for all students on campus, additional programming will be conducted collaboratively with the Office of Multicultural Affairs in developing Project Search activities for Project Search students.

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:
 - Letter of interest
 - Resume' (CV)
 - 3 Names and contact information for references
2. Send GA application materials to:
Libby Romanin lromanin@bgsu.edu
3. GA position application due date: May 1, 2017