Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Graduate College: Peace Corps Fellows/Community & Civic Engagement Position

Hours to work: **20**

Stipend rate: *Varies by department*

Eligible Program Applicants. Applicants must be from one of the Coverdell Peace Corps Fellows programs, which include:

- MACIE
- College Student Personnel/Higher Education
- American Culture Studies
- Business Administration
- Tourism, Leisure and Event Planning
- French
- Food and Nutrition
- History
- Interdisciplinary Gerontology
- Media and Communication
- Public Administration
- Spanish
- Technology Management

Peace Corps Fellows & Service Learning Position

1. **Qualifications/preferred skills**
   - Must hold Returned Peace Corps Volunteer status
   - Effective writing and oral communication skills
   - Proficient in Microsoft Word and familiar with Excel.
   - Preferred fundraising and/or event-planning experience
   - Experience in providing advising/mentoring assistance
   - Responsible and assertive
   - Well-organized and detail-oriented
   - Positive attitude and outgoing
   - Independent, self-starter

2. **Position Description** (primary and secondary responsibilities)
   
   **Primary:**
   - Manage internal and external communications regarding the BGSU Coverdell Fellows Program, including the 16 degree programs on campus
   - Assist in communication with the Peace Corps headquarters (Washington).
   - Serve as president of RPCVs of BG Orgsync organization
   - Acting student coordinator for Peace Corps Prep and Global Services Certificate planning and implementation
   - Collaborate with Peace Corps regional officials on events and programs
• Promote Peace Corps and Fellows events on campus
• Manage social media and web pages
• Coordinate fundraising endeavors
• Advise prospective undergraduate Peace Corps applicants and Fellows program applicants
• Plan social events for Coverdell Fellows Program
• Collect data for submission of yearly Peace Corps Coverdell Program Census to Peace Corps
• Work collaboratively with the office of Community and Civic Engagement to assist with cooperative activities among the units
• 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 names and contacts of references

2. Send GA application materials to:
   - Libby Romanin, The Graduate College
   - 120 McFall Center

3. GA position application due date: March 15.