

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: School of Cultural and Critical Studies (CCS)

Hours to work: 20

Stipend rate: \$14,000

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

- **American Culture Studies PhD**

**2. Qualifications/preferred skills**

- **Strong communication and writing skills**
- **Adobe Acrobat, Photoshop, Microsoft Office experience preferred**

**3. Position Description** (primary and secondary responsibilities)

- Assist with planning and executing School sponsored events
- Assist CCS Director and Undergraduate Director with administrative, recruitment, retention, and other related duties
- Develop Spring, Summer, Fall CCS course guides
- Work with CCS student recruitment team, visit classes to announce Fall/Spring classes; coordinate other student training and presentations
- Maintain and update the School Websites and social media sites
- Review Campus Update and send items of interest to CCS

**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 Interest and CV
2. Send GA application materials to: Beka Patterson [acsprogram@bgsu.edu](mailto:acsprogram@bgsu.edu)
3. GA position application due date: March 15