

## Graduate Assistant (Research Assistant II) Position

**Hiring Unit/Office:** Institute for the Study of Culture & Society

**Hours to work:** 20

**Stipend rate:** Dependent on academic program rate

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

- ACS

### Qualifications/preferred skills

- Familiarity with Microsoft Office
- Strong research, writing, and editing skills
- Excellent organizational and time-management skills
- Good interpersonal skills

### Position Description (primary and secondary responsibilities)

- Create and implement communications plans for ICS, including:
  - Updating ICS website and social media accounts
  - Drafting text for emails, letters, posters, and other essential documents
  - Planning, scheduling, and publicizing events, including the Spring Speaker Series and Artist-Scholars-in-Residence Fellowship lectures
  - Creating itineraries for visiting speakers
  - Scheduling meetings with ICS Fellows, interdisciplinary research clusters, and ICS Executive Board members
  - Collecting and organizing ICS Fellowship applications and Executive Board nominations
  - Archiving ICS documents on ScholarWorks
  - Updating activity reports on research clusters

### 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:

- CV
- Letter of application, including:
  - Why you are interested in being a GA at ICS
  - Your skills and interests that might be well suited to working with an interdisciplinary public humanities institute
  - Any previous experience with planning events and/or writing promotional materials, or other relevant background

2. Send GA application materials to:

- Jolie Sheffer, Director of ICS at [jsheffe@bgsu.edu](mailto:jsheffe@bgsu.edu) and in hard copy to 230 East Hall

3. GA position application due date: **March 20, 2017.**

- Review of applications will begin immediately after the deadline, with finalists being invited to interview for the position.