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 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 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.