

Office of Pre-Professional Programs-Bowling Green State University-University Hall
Data/Communications Manager Graduate Assistantship
<http://www.bgsu.edu/pre-professional-programs.html>

Hiring Unit/Office Pre-Professional Programs: Undergraduate Advising & Academic Services

Hours to work: 20 hour work week; flexibility with evening and occasional weekend hours

Stipend rate: Stipend is based on the determined rate for the candidate's academic program

The Pre-Professional Programs office supports nearly 600 undergraduates in their pursuit of post baccalaureate programs by identifying expectations, insight on how they will be evaluated, and guidance to assist them in making informed decisions to advance their journey.

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

- MPA
- COMMUNICATIONS
- LEADERSHIP STUDIES
- MBA

2. Qualifications/preferred skills

- Master's degree preferred
- Excellent communications skills (written, verbal, tech) to interact daily with faculty, grad school admission reps, and community professionals
- Insightfulness; and good problem solving skills
- Affable with strong interpersonal skills
- Strong emphasis on organizational administrative skills
- Familiar with presentation software
- Commitment to working with collaborative team members
- Experience in data collection

3. Position Description This position requires the graduate assistant to work autonomously (within the team) to build professional relationships/networking opportunities with professionals in the field, manage pre-professional mentorships, and contribute to communication and marketing efforts.

Data/Communications Manager

- Developing and facilitating mentorship relationships (all nine pre-professional populations) and Falcons Connect project
- Conducting research, editing, developing spreadsheets, and data keeping
- Working with marketing team to update PPP materials/website and utilize social media (fb, twitter, CMS) to communicate opportunities
- Advisory Board communications/BGSU Advisor updates
- Assist with researching clinical skill resources/shadowing and summer opportunities
- Assist interns with event planning efforts
- Organization of programming opportunities
- Periodic individual and group advising pre-health and law pre-professionals
- Ability to represent the office at admission recruiting events

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 to Clare Spathelf dclare@bgsu.edu
 - Cover Letter*
 - Resume, including all previous education and work experience
 - Names and contact information for at least 2 professional/educational references

**In the cover letter, the applicant should make note of their graduate program and summarize how they anticipate this assistantship will provide them with practical experience related to their intended academic program and professional experience.*

2. GA position application due date:
 - Applications submitted by April 3 will be given preferential consideration. Application materials will be accepted until the position is filled for the subsequent academic year.