GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Asian Studies Program

**Type of Graduate Assistant Position:** RAII

**Hours to work (per vacancy):** up to 20 hours depending upon the academic program’s stipend level

**Stipend rate:** Rate of student’s graduate program - Maximum of $12,500

**Term:** ☐ Summer ☒ Academic Year ☐ Fall ☐ Winter Session ☐ Spring Session

**Number of vacancies for this position:** 1

1. **Eligible Program Applicants:**
   - College of Arts and Sciences Programs

2. **Qualifications/preferred skills**
   - Strong communication and writing skills
   - Experience/Interest in Asian cultures and languages
   - Adobe Acrobat, Photoshop, Microsoft Office experience preferred

3. **Position Description** *(primary and secondary responsibilities)*
   - Assist Asian Studies Director with administrative, recruitment, retention, and other related duties
   - Develop Spring, Summer, Fall ASIA course guides
   - Develop and work with student recruitment team, visit classes to announce Fall/Spring classes and introduce the major/minor, coordinate other student training and presentations, attend and table for preview days and study abroad fairs, coordinate with student group leaders to promote the program at their events
   - Review Campus Update, compile content, and coordinate distribution of Asian Events Digest
   - Assist the director in promoting the ASIA program
   - Maintain and update the ASIA website and social media sites
   - Help write the ASIA newsletter
   - Assist director with planning and executing ASIA sponsored events and fundraisers (Asia Day, Ohanami [Cherry Blossom Festival], Nakama dinner [a gathering of business leaders and public officials from Ohio and SE Michigan], senior research presentations, Asian Studies forum, lunches with majors, other special 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 positions, send the following materials:** Letter of Interest and CV

2. **Send GA application materials to:** Tracy Susko tsusko@bgsu.edu

3. **GA position application due date:** April 27, 2019