

## GRADUATE ASSISTANT POSITION

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

**Type of Graduate Assistant Position:** RAll

**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](mailto:tsusko@bgsu.edu)
3. **GA position application due date:** April 27, 2019