

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Center for Community & Civic Engagement

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Based on master's or doctoral level and program

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

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

- HESA
- MACIE
- EDLP
- MBA
- EMOD
- MPA
- Communications
- SCCS
- Ethnic Studies
- Food & Nutrition
- Gerontology
- Public Health

2. Qualifications/preferred skills

Seeking some combination of the following, with a strong emphasis on marketing and communication skills and/or an interest in developing skills in these areas:

- Interest in, and experience of, areas such as community and civic engagement programs, community based learning, campus-community partnerships, and the role of the university as a public actor in building and sustaining healthy communities;
- Excellent organizational/administrative skills and strong interpersonal communication skills, preferably with experience of working in an office environment;
- Good technology, writing and editing skills;
- Experience in gathering information, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
- Experience interacting with diverse audiences;
- Commitment to working as part of a collaborative team.

3. Position Description (*primary and secondary responsibilities*)

The Center for Community & Civic Engagement (CCCE) is seeking a qualified graduate student to assist with marketing and communication of public impact teaching, research, and service. We are seeking students with an interest in or a background working with the following: implementing effective communication strategies (social media, web design, writing text), campus-community partnerships, community engagement, service, leadership programs, nonprofits and/or civic organizations, and knowledge of community based learning courses/experiences. Candidates will have the opportunity to integrate their graduate program of study with their office responsibilities.

Major Responsibilities Include:

- Identify and develop stories that highlight public impact teaching, research, and service. For this responsibility, the GA will work directly with the Office of Marketing and Communications.
- Develop and implement marketing and communications plans, which highlight and communicate public impact research, economic engagement, and community engagement programs and opportunities. For this responsibility, the GA will also work in collaboration with the Office of Marketing and Communications.
- Update the Vice President for Research and Economic Engagement (VPREE) and Center for Community & Civic Engagement websites and social media.
- Manage communication lists affiliated with the VPREE and CCCE.
- Assist and contribute to VPREE and CCCE 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:** A brief cover letter highlighting experiences that relate to this position, a CV/Resume, and two references (name, title, phone numbers and email addresses) to the following contact person as soon as possible via email attachment.
2. **Send GA application materials to:** Kris Sautter ksautte@bgsu.edu, 419 372 9865
3. **GA position application due date:** Application materials will be accepted until the position is filled.