

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 MA or PhD level and program

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 2

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable 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 project planning and strong administrative skills and/or an interest in developing skills in these areas:

- Organizational/administrative skills and strong interpersonal communication skills, preferably with experience of working in an office/academic/non-profit environment;
- Project and event planning experience;
- Experience supervising and coordinating teams;
- Good technology, writing and editing skills;
- Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
- Teaching/training experience;
- Experience conducting presentations, training, and interacting with diverse audiences;
- Experience with programs such as community based research/learning, public policy, volunteer/community service events & programs, alternative breaks, civic engagement, leadership and student organizations, non-profit organizations, and all forms of experiential learning;
- Experience mentoring and supervising undergraduate students;
- Commitment to working as part of a collaborative team;
- Commitment to diversity and inclusion.

Candidates will have the opportunity to integrate their graduate program of study with their office and program responsibilities.

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

The CCCE is seeking qualified graduate students to play a role in programmatic initiatives that develop innovative campus-community programs and partnerships leading to high impact student learning, faculty community engagement, and community impact. This position reports directly to the Director of the CCCE. We are seeking students with an interest in or a background working with some or all of the following – project and event planning, campus-community partnerships, community engagement/community development, assessment and reporting, managing teams and supervising undergraduate student leaders, and implementing effective communication strategies. Candidates will have the opportunity to integrate their graduate program of study with their office responsibilities.

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.