GRADUATE ASSISTANT POSITION

Hiring Unit/Office: School of Cultural and Critical Studies

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 20

Stipend rate: Determined by degree 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.)*
   - American Culture Studies

2. **Qualifications/preferred skills**
   - Strong communication and writing skills
   - Adobe Acrobat, Photoshop, Microsoft Office experience preferred
   - Project Management or even coordination experience preferred

3. **Position Description** *(primary and secondary responsibilities)*
   - Assist with planning and executing School sponsored events
   - Assist CCS Director and Director of Undergraduate Studies with administrative, recruitment, retention, and other related duties
   - Develop Spring, Summer, Fall CCS course guides
   - Work with CCS student recruitment team, visit classes to announce Fall/Spring classes, and coordinate other student training and presentations
   - Maintain and update the School Websites and social media sites
   - Review Campus Update, compile content, and coordinate distribution of CCS Digest.

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:** Beka Patterson at rpatter@bgsu.edu

3. **GA position application due date:** April 22, 2019