GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 10

Stipend rate: Dependent on program rate

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.)*:
   - Marketing
   - Media & Communication
   - Journalism
   - English
   - World Languages
   - Higher Education
   - Programs within the School of Cultural and Critical Studies
   - Other related Humanities programs

2. **Qualifications/preferred skills**
   - Effective writing and oral communication skills
   - Proficient with Microsoft Word and familiar with Excel and Publisher
   - Responsible and assertive
   - Well-organized and detail-oriented
   - Positive attitude and outgoing
   - Independent, self-starter
   - Social media experience
   - Web-editing experience
   - Qualtrics experience

3. **Position Description** *(primary and secondary responsibilities)*
   - Maintain Graduate College website
   - Create and maintain marketing materials
   - Manage weekly communication with the rest of the BGSU community
   - Responsible for Graduate College’s weekly bulletin: The Academic Agenda
   - Manage Graduate College social media accounts
   - Assist Graduate College staff as needed

**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 application, resume, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** Stephanie Boman, sboman@bgsu.edu
3. **GA position application due date:** Open until filled