

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College

Type of Graduate Assistant Position: RAll

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