GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Institute for the Study of Culture and Society (ICS)

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 10-20 hours/week, depending on budgetary allowances.

Stipend rate: Dependent upon student’s 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.):
   - Masters in Public Administration
   - Higher Education and Student Affairs
   - Master of Business Administration

2. Qualifications/preferred skills
   - Familiarity with Microsoft Office
   - Excellent organizational and time-management skills
   - Strong analytical skills
   - Ability to work both independently and collaboratively, including supervision of undergraduate interns

3. Position Description (primary and secondary responsibilities)
   Assists Director in major projects such as evaluating the effectiveness of current programming, improving existing processes, and engaging in long-term planning and budgeting. Tasks may include: researching and analyzing organizational structures, staffing, funding models, and growth history of other humanities centers; systematically evaluating programs by developing and implementing appropriate survey measurement tools; writing reports and making recommendations based on collected data; identifying external funding opportunities and applying for grants to support public humanities programming.

Application Process:
Applicants wishing to apply for this Graduate Assistant position must be admitted or accepted for admission as a full-time student with funding in one of the approved programs at BGSU. They should remain in academic good standing during the duration of their appointment.

1. To apply to this position, send the following materials: CV; Cover Letter that addresses why you are interested in being a GA at ICS, and any particular skills and interests that might be well suited to the position.

2. Send GA application materials to: Jolie Sheffer, Director of ICS at jsheffe@bgsu.edu

3. GA position application due date: August 15, 2019