

GRADUATE ASSISTANT POSITION

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

Type of Graduate Assistant Position: RAI

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