

GRADUATE ASSISTANT POSITION

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

Type of Graduate Assistant Position: RAI

Hours to work (*per vacancy*): 20

Stipend rate: Varies by program

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

1. Eligible Program Applicants

- ACS
- Media & Communication

2. Qualifications/preferred skills

- Familiarity with Microsoft Office
- Strong research, writing, and editing skills
- Excellent organizational and time-management skills
- Good interpersonal skills
- Ability to work both independently and collaboratively, including supervision of undergraduate interns
- Social media experience (planning and implementation)
- Familiarity with Adobe Creative Suite is a plus

3. Position Description (*primary and secondary responsibilities*)

Assists Director in all aspects of ICS work. Responsible for implementation of programs and projects. This position provides excellent preparation for alt-ac careers such as directing a Center, Institute, or non-profit organization. Tasks may include: revising ICS website and social media; drafting text for emails, letters, posters, and other essential documents; planning, scheduling, and publicizing events, including the Spring Speaker Series and Artist-Scholars-in-Residence Fellowship lectures; researching and developing curricula to support external speakers and ICS Fellows' talks; updating the ICS website and social media accounts; creating itineraries for visiting speakers; scheduling meetings with ICS fellows, interdisciplinary research clusters, and ICS Executive Board members; collecting and organizing ICS Fellowship applications and Executive Board nominations; archiving ICS documents on ScholarWorks; updating activity reports on research clusters; supervising/mentoring ICS interns.

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 position, send the following materials:** CV; Cover Letter that addresses why you are interested in being a GA at ICS, any skills and interests that might be well suited to working with an interdisciplinary public humanities institute, any previous experience with planning events and/or writing promotional materials, or other relevant background.

2. **Send GA application materials to:** Jolie Sheffer, Director of ICS at jsheffe@bgsu.edu
3. **GA position application due date: March 31, 2019**