

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Women's, Gender, and Sexuality Studies Program

**Type of Graduate Assistant Position:** RAll

**Hours to work (per vacancy):** 20

**Stipend rate:** Determined by degree 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.*)
  - American Culture Studies
  - Psychology
2. **Qualifications/preferred skills**
  - Strong communication and writing skills
  - Experience/Interest on women's and gender issues
  - Adobe Acrobat, Photoshop, Microsoft Office experience preferred
3. **Position Description** (*primary and secondary responsibilities*)
  - Assist the director in promoting the WGSS program
  - Maintain and update the WGSS website and social media sites
  - Help write the WGSS newsletter
  - Assist director with WGSS events and fundraisers (e.g., Research Symposium, Fall new and newly promoted women and non binary faculty reception, etc.).

### **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 Interest and CV
2. **Send GA application materials to:** Beka Patterson at [rpatter@bgsu.edu](mailto:rpatter@bgsu.edu)
3. **GA position application due date:** April 22, 2019