

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: The Center for Women and Gender Equity

Type of Graduate Assistant Position: RAI

Hours to work (per vacancy): 20

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.*):

- American Culture Studies
- Sociology
- MACIE
- HESA

2. Qualifications/preferred skills

- Program facilitation knowledge/skills/experience (required)
- Previous experience working with diverse student population (preferred)
- Knowledge about working with a diverse woman identified students as well as gender related faculty, staff, and student issues (required)
- Desire to build bridges across campus and into the community (required)

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

The Graduate Assistant (GA) for the Center for Women and Gender Equity (CWGE) is a 20 hour per week graduate assistantship in which the GA will coordinate and facilitate trainings and education initiatives as well as and plan mentorship and leadership programs for students of all genders. This GA is a member of the Division of Student Affairs unit of Equity, Diversity, and Inclusion, which has a central mission to create inclusive and affirming environments to retain diverse populations of students at BGSU. This GA will report to the Director of the CWGE.

Major Responsibilities Include:

- Co-coordinate the CWGE space with the Office Manager
- Co-coordinate and facilitate the educational program, mentoring and leadership development, and other CWGE signature events
- Participate in staff meetings and development

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:** Resume/CV, Cover Letter, and a list of 2-3 references
2. **Send GA application materials to:** womencenter@bgsu.edu
3. **GA position application due date:** Until filled