

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Asian Studies Program

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): up to 20 hours depending upon the academic program's stipend level

Stipend rate: Rate of student's graduate program - Maximum of \$12,500

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.*):
 - College of Arts and Sciences Programs
2. **Qualifications/preferred skills**
 - Strong communication and writing skills
 - Experience/Interest in Asian cultures and languages
 - Adobe Acrobat, Photoshop, Microsoft Office experience preferred
3. **Position Description** (*primary and secondary responsibilities*)
 - Assist Asian Studies Director with administrative, recruitment, retention, and other related duties
 - Develop Spring, Summer, Fall ASIA course guides – develop and work with student recruitment team, visit classes to announce Fall/Spring classes and introduce the major/minor, coordinate other student training and presentations, attend and table for preview days and study abroad fairs, coordinate with student group leaders to promote the program at their events
 - Review Campus Update, compile content, and coordinate distribution of Asian Events Digest
 - Assist the director in promoting the ASIA program
 - Maintain and update the ASIA website and social media sites
 - Help write the ASIA newsletter
 - Assist director with planning and executing ASIA sponsored events and fundraisers (Asia Day, Ohanami (Cherry Blossom Festival), Nakama dinner (a gathering of business leaders and public officials from Ohio and SE Michigan), senior research presentations, Asian Studies forum, lunches with majors, other special events)

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:** Tracy Susko tsusko@bgsu.edu
3. **GA position application due date:** Open until filled