

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: School of Cultural and Critical Studies

Type of Graduate Assistant Position: RAI

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

2. Qualifications/preferred skills

- Strong communication and writing skills
- Adobe Acrobat, Photoshop, Microsoft Office experience preferred
- Project Management or even coordination experience preferred

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

Assist with planning and executing School sponsored events - Assist CCS Director and Director of Undergraduate Studies with administrative, recruitment, retention, and other related duties - Develop Spring, Summer, Fall CCS course guides - Work with CCS student recruitment team, visit classes to announce Fall/Spring classes, and coordinate other student training and presentations - Maintain and update the School Websites and social media sites - Review Campus Update, compile content, and coordinate distribution of CCS Digest.

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 rpatter@bgsu.edu
3. **GA position application due date:** Accepting applications until position is filled.