

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Center for Women & Gender Equity

**Type of Graduate Assistant Position:** RAI

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

**Stipend rate:** Dependent on student's 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.*):

- College Student Personnel
- MACIE
- American Culture Studies
- Sociology
- Graduate certificate in Women, Gender & Sexuality Studies

**2. Qualifications/preferred skills**

- Event planning and program facilitation knowledge/skills/experience (required)
- Previous experience working with diverse student populations (preferred)
- Knowledge about working with diverse groups of women and issues impacting faculty, staff and students that relate to gender (required)
- Social media, web-editing, and marketing experience (preferred)
- Desire to build bridges across campus and into the community (required)
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter

**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 plan mentorship and leadership programs for students of all genders. The GA will serve as the co-campus organizer of It's On Us and will also assist in efforts for the Center for Violence Prevention and Education. This GA is a member of the Division of Diversity and Belonging, which has a central mission to create inclusive and affirming environments for the entire institution. This GA will report to the Director of the CWGE and will work August 31 – December 18, 2020 and January 5 – May 22, 2021.

Major responsibilities include:

- Co-coordinate and facilitate special events, educational programs, leadership development, and other CWGE events for students, faculty, staff and the community
- Manage CWGE's social media presence, newsletter, and other campus-wide outreach and marketing
- Participate in staff meetings and development
- Assist with office administrative duties as necessary

**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:** [cwge@bgsu.edu](mailto:cwge@bgsu.edu)
3. **GA position application due date:** Until filled