GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Conference & Event Services

Type of Graduate Assistant Position: RAI

Hours to work (per vacancy): 20

Stipend rate: Commensurate with the student’s program

Term: ☐ Summer  ☒ Academic Year  ☐ Fall  ☐ Winter Session  ☐ Spring Session

** Searching for a student who would also be available to work through the entire academic year including Summer 2021.

Number of vacancies for this position: 1

1. **Eligible Program Applicants** *(Applicants will preferably be from one of the following graduate programs):*
   - Business Administration
   - Accounting
   - HMSLS – Leisure and Tourism

2. **Qualifications/preferred skills**
   - Accounting or Business Office experience preferred
   - Excellent communication and organizational skills
   - Ability to work independently and balance priorities is a supervisory role
   - Proven ability to provide excellent customer service
   - Evidence and ability to solve problems and resolve conflict quickly and efficiently
   - Prefer candidate to be available for Summer 2021

3. **Position Description** *(primary and secondary responsibilities)*
   The Conference & Event Services (C&ES) Operations Assistant is a customer centered position who helps to ensure that conferences, events, and meetings have the proper set-up, audio-visual equipment, and direct staff support to ensure that a high-level of customer service is provided to our BGSU Community and its guests. This individual will primarily service events in the Bowen-Thompson Student Union (BTSU), but will also be assigned to assist with other events managed through the BGSU C&ES Office. This person will oversee student staff. The primary schedule for this position will be afternoons and evenings and will include work on most weekends during the academic year.

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 position, send the following materials:** Resume and Cover Letter

2. **Send GA application materials to:** BGSU Conference & Event Services, c/o Jeff Smith, 231 Bowen-Thompson Student Union, Bowling Green, OH 43403 – OR – email all materials to jefsmit@bgsu.edu, Subject: GA Application (C&ES Operations Assistant)

3. **GA position application due date:** Open until filled.