

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Conference & Event Services

**Type of Graduate Assistant Position:** RAll

**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 in 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 [jefsmi@bgsu.edu](mailto:jefsmi@bgsu.edu), Subject: GA Application (C&ES Operations Assistant)
3. **GA position application due date:** Open until filled.