

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College (MIGSS position)

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Dependent on program rate

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.*):

- Marketing
- Media & Communication
- English
- World Languages
- Higher Education
- College Student Personnel
- Cross-Cultural and International Education (MACIE)
- Public Administration
- Sociology
- Psychology
- Programs within the School of Cultural and Critical Studies
- Other related Humanities programs

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Word and familiar with Excel and Publisher
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter
- Event planning experience
- Social media, web-editing, and Qualtrics experience preferred

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

Coordinator of the Multicultural Initiatives for Graduate Student Success (MIGSS), a collaborative effort between the Graduate College and the Office of Multicultural Affairs. The program is designed to celebrate diversity, encourage inclusion, and positively influence the BGSU graduate learning community. MIGSS assists in recruiting underrepresented populations for graduate study and coordinates a broad array of events and services to support students from their acceptance to graduation and beyond. This position will communicate with prospective and current graduate students and faculty and staff across campus, as well as organize and plan events and workshops throughout the academic year. This position will also help manage the Aurora platform and assist with other graduate student professional development events. In addition, this position will assist with the Graduate College's social media presence and website editing.

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 application, resume, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** Stephanie Boman, sboman@bgsu.edu
3. **GA position application due date:** Open until filled