

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Institute for the Study of Culture & Society (ICS)

**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
- Media & Communication

**2. Qualifications/preferred skills**

- Familiarity with Microsoft Office
- Strong research, writing, and editing skills
- Excellent organizational and time-management skills
- Good interpersonal skills
- Ability to work both independently and collaboratively, including supervision of undergraduate interns.
- Social media experience (planning and implementation)
- Familiarity with Adobe Creative Suite is a plus

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

Assists Director in all aspects of ICS work. Responsible for implementation of programs and projects. This position provides excellent preparation for alt-ac careers such as directing a Center, Institute, or non-profit organization. Tasks may include: revising ICS website and social media; drafting text for emails, letters, posters, and other essential documents; planning, scheduling, and publicizing events, including the Spring Speaker Series and Artist-Scholars-in-Residence Fellowship lectures; researching and developing curricula to support external speakers and ICS Fellows' talks; updating the ICS website and social media accounts; creating itineraries for visiting speakers; scheduling meetings with ICS fellows, interdisciplinary research clusters, and ICS Executive Board members; collecting and organizing ICS Fellowship applications and Executive Board nominations; archiving ICS documents on ScholarWorks; updating activity reports on research clusters; supervising/mentoring ICS interns.

**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:** CV; Cover Letter that addresses why you are interested in being a GA at ICS, any skills and interests that might be well suited to working with an interdisciplinary public humanities institute, any previous experience with planning events and/or writing promotional materials, or other relevant background.
2. **Send GA application materials to:** Jolie Sheffer, Director of ICS at [jsheffe@bgsu.edu](mailto:jsheffe@bgsu.edu)
3. **GA position application due date:** Applications will be accepted until the position is filled.