

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: The Graduate College/Center for Public Impact: Peace Corps Fellows Position

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Varies by department

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.*):

- Applicants from any graduate program may apply; students from programs either in the social sciences or an applied professional field would be best for this position

2. Qualifications/preferred skills

- Must hold Returned Peace Corps Volunteer status
- Excellent writing and oral communication skills
- Proficient in Microsoft Office programs, especially Word and familiar with Excel
- Preferred fundraising and/or event-planning experience
- Experience in providing advising/mentoring assistance
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter

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

- Manage internal and external communications regarding the BGSU Coverdell Fellows Program, including all graduate degree programs on campus
- Assist in communication with the Peace Corps headquarters (Washington, D.C.)
- Serve as president of RPCVs of BG Presence organization
- Acting student coordinator for Peace Corps Prep program
- Collaborate with Peace Corps regional officials on events and programs
- Promote Peace Corps and Fellows events on campus
- Manage social media web pages
- Coordinate fundraising endeavors
- Advise prospective undergraduate Peace Corps applicants and Fellows program applicants
- Plan social events for Coverdell Fellows Program
- Collect data for submission of yearly Peace Corps Coverdell Program Census to Peace Corps
- Work collaboratively with the Graduate College and Center for Public Impact to assist with cooperative activities among the units

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, and two names and contacts of references.

2. **Send GA application materials to:** Dr. V. Jane Rosser, jrosser@bgsu.edu, Director of the Center for Public Impact
3. **GA position application due date:** Accepting applications until position filled