GRADUATE ASSISTANT POSITION

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

Type of Graduate Assistant Position: RAII

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