GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Women’s, Gender, and Sexuality Studies Program

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 20

Stipend rate: Determined by degree program

Term: ☑ 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
   - Psychology

2. **Qualifications/preferred skills**
   - Strong communication and writing skills
   - Experience/Interest on women’s and gender issues
   - Adobe Acrobat, Photoshop, Microsoft Office experience preferred

3. **Position Description** *(primary and secondary responsibilities)*
   Assist the director in promoting the WGSS program - Maintain and update the WGSS website and social media sites - Help write the WGSS newsletter - Assist director with WGSS events and fundraisers (e.g., Research Symposium, Fall new and newly promoted women and non binary faculty reception, etc.).

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 Interest and CV
2. **Send GA application materials to**: Beka Patterson rpatter@bgsu.edu
3. **GA position application due date**: Accepting applications until the position is filled.