

**GRADUATE COLLEGE**  
**GRADUATE ASSISTANT APPLICATION FORM – FY 2024**

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

**GRADUATE ASSISTANT POSITION**

**Employing Office:** Office of Multicultural Affairs

**Type of Graduate Assistant Position (RAII, RAI, TI, TA):** RAII

**Hours to work (per vacancy):** 20

**Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program):** \$11,000

**Term:**  Summer  Academic Year  Fall  Spring Semester

**Number of vacancies for this position:** 1

**1. Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.):**

- American Culture Studies
- Clinical Mental Health Counseling
- College Student Personnel
- Criminal Justice
- Educational Leadership
- Philosophy
- Public Administration
- Social Work
- Sociology

*\*\*Open to other programs with transferrable skills to the position\*\**

**2. Qualifications/preferred skills**

- Diversity education and program facilitation knowledge/skills/experience (required)
- Program planning experience (required)
- Previous experience working with multicultural student populations (required)
- Knowledge about and experience working with LGBTQ+ students (preferred)

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

Position Description:

The Graduate Coordinator for Diversity Education is a 20 hour per week graduate assistantship in which the GA will coordinate and facilitate training and education programs and advise student mentorship and leadership initiatives. This GA is a member of the Division of Diversity and Belonging, which has a central mission to create inclusive and affirming environments to retain diverse populations of students, faculty, and staff at BGSU. This GA will report to the Assistant Director for Belonging and Engagement.

Major Responsibilities Include:

Advise/ Supervise the Office of Multicultural Affairs Ambassadors (peer diversity educators)  
Create and execute diversity-related programming  
Coordinate and facilitate Multicultural Dialogue Series and/or Hot Topics

Co-coordinate the Multicultural and LGBTQ+ Student Centers  
Serve as a member of one of the identity-based graduation ceremony planning committees  
Work closely with other OMA graduate assistants  
Participate in staff meetings

Additional Responsibilities Include:

Other duties as assigned

Features/Culture of the Office:

The student in this position will have a lot of contact with undergraduate students and will be crucial to the success of diversity programs in the Office of Multicultural Affairs. This student will work closely with the Assistant Director for Diversity Education and Resource Centers but will also have the opportunity to collaborate with all OMA colleagues and work independently, when appropriate. This position will require some night/weekend responsibilities, but flextime is encouraged.

Time Commitment:

20 hours per week

Evening coverage of the Multicultural Student Center and LGBTQ+ Resource Center two evenings per week

Evening responsibilities on a regular basis

The start date for this position is August 1<sup>st</sup>

Benefits/Compensation:

Stipend amount dependent on graduate degree program.

Professional development funding dependent upon the needs of the GA and availability of funding

**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 for this position, send the following materials:** Resume and Cover letter addressing previous experiences that align with the position and how you meet the minimum qualifications.
2. **Send GA application materials to:** oma@bgsu.edu
3. **GA position application due date:** July 7<sup>th</sup> 2023