Graduate Assistant Job Posting

Employing Office
Radbill Center for College and Life Design

Type of Graduate Assistant Position (RAII, RAI, TI, TA)
RA II

Number of Vacancies for this Position
1

Hours per Week (per vacancy)
20

Term
Academic Year

Eligible Program Applicants
(Applicants will preferably be from one of the following graduate programs)
English (Masters)
Master of Integrative Design
Media & Communication (Masters)
Graduate Studies in Business (Masters)
College Student Personnel Programs within the School of Cultural and Critical Studies (Masters)
Public Administration
Social Work
Leadership Studies

Qualifications/Preferred Skills
- Broad understanding of marketing and communications principles, with preferred experience in copywriting, graphic design, and/or social media content creation.
- Effective writing and oral communication skills
- Strong organizational and administrative skills
- Ability to manage projects and events
- Well-organized and detail-oriented
- Ability to work independently and in a collaborative team environment
- Commitment to diversity, equity, and inclusion and willingness to apply knowledge of equitable and inclusive practices to work with students
- Ability to complete other duties as assigned

Position Description
This position is critical in supporting the Radbill Center and Life Design at BGSU. This position has three primary areas of focus:

1) Coordinate events and programming for the Radbill Center including the Life Design Scholars Community (40% of time – 8 hours)
- Coordinate logistical details for various Radbill Center events and programming
- Support Life Design Scholars Community events and workshops, as well as signature Radbill Center events
- Collaborate with Radbill Center full-time and student staff for planning and execution of events

2) Coordinate marketing and communication (40% of time – 8 hours)

- Work with Asst. Vice President/Executive Director of the Radbill Center to coordinate marketing and communication efforts of the Radbill Center.
- Design flyers, digital graphics, and other marketing materials using BGSU Canva platform in alignment with BGSU Marketing & Brand Strategy guidelines
- Develop written copy and coordinate messaging to specific student populations
- Create and coordinate social media content
- Serve as liaison with BGSU Marketing & Brand Strategy when necessary

3) Radbill Center Team Involvement (20% of time – 4 hours)

- Weekly 1-on-1 with Assistant Director of the Radbill Center
- Regular staff meetings with Radbill Center staff
- Periodic meetings with Radbill Student Ambassador Team

Note, this position is supervised by the Assistant Director of the Radbill Center and collaborates with other members of the Radbill Center.

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.

**Required application materials**  Resume and Cover Letter

**Send application materials to**  gdunbar@bgsu.edu

**Application Due Date**  7/12/2024

**Number of Vacancies for this Position**  1