

## Graduate Assistant Job Posting

<b>Employing Office</b>	Graduate College
<b>Type of Graduate Assistant Position (RAII, RAI, TI, TA)</b>	RAII
<b>Number of Vacancies for this Position</b>	1
<b>Hours per Week (per vacancy)</b>	20
<b>Term</b>	Academic Year
<b>Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)</b>	<ul style="list-style-type: none"><li>• American Culture Studies</li><li>• Creative Writing</li><li>• English</li><li>• Integrative Design</li><li>• Leadership Studies</li><li>• MBA/Strategic Communication</li><li>• Media &amp; Communications</li><li>• Organizational Development</li><li>• Popular Culture</li><li>• Graduate students pursuing degrees in related fields will be considered.</li></ul>
<b>Qualifications/Preferred Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication and organizational skills.</li><li>• Proficiency in digital media and content creation.</li><li>• Ability to work collaboratively with diverse teams.</li><li>• Creative thinking and problem-solving capabilities.</li><li>• A solid foundation in communications, graphic design, marketing, or related fields is highly desirable.</li></ul>
<b>Position Description</b>	<ul style="list-style-type: none"><li>• <b>Media Management:</b> Create and curate content for various platforms, such as social media and newsletters, to actively engage the academic community. Monitor and analyze engagement metrics to improve communication strategies.</li><li>• <b>Event Coordination:</b> Plan and execute key events such as Graduate Student Orientation, Graduate Instructor (TA/TI) Orientation, and Graduate Student Appreciation Week, ensuring an impactful learning experience for attendees. Coordinate logistics, manage schedules, and ensure smooth event operations.</li><li>• <b>Professional Collaborations:</b> Build and maintain relationships with campus partners such as the Center for Faculty Excellence, Community Well-Being, Dean of Students, Graduate Student Senate and other graduate student</li></ul>

organizations, Inclusion and Belonging, Life Design, and University Libraries. Promote and collaborate on opportunities for recognition and advancement of graduate students' academic and career skills.

**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**                      Cover Letter, Resume, 3 Professional References

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

**Application Due Date**                                      Open until filled

**Number of Vacancies for this Position**    1