

## Graduate Assistant Job Posting

<b>Employing Office</b>	The Learning Commons
<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>	10
<b>Term</b>	Academic Year
<b>Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)</b>	American Culture Studies (PhD and MA) Analytics Art History College Student Personnel Creative Writing Cross-Cultural and International Education Curriculum & Teaching Education Administration & Supervision English MA History Interdisciplinary Studies Leadership Studies Media & Communication Philosophy (Applied) Political Science Popular Culture Psychology Reading Social Work Teacher Education (AYA & World Languages)
<b>Qualifications/Preferred Skills</b>	Great writer Empathetic listener Sympathetic reader Abundant desire to help Open-minded Critical thinker Self-reflexive Curious Educational Programming experience helpful, but not required
<b>Position Description</b>	Under the direction of the Assistant Director of the Learning Commons, this position will coordinate the special event

programming and outreach of The Learning Commons, including assisting with supervision, training, and assessment of the student staff.

Major Responsibilities Include:

- Develop, coordinate, and lead Special Events, Programming, and Academic Sessions for The Learning Commons.
- Develop, coordinate, and lead The Learning Commons outreach communications, including promotion of events, classroom visits, and attendance at campus-wide events and other opportunities to promote the services of The Learning Commons

Additional Responsibilities Include:

- Maintain The Learning Commons' website.

#### 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**

Transcript from Undergraduate and, if applicable, Graduate University; résumé or curriculum vitae; at least one letter of reference.

#### **Send application materials to**

tlc@bgsu.edu

#### **Application Due Date**

Applications will be accepted until the position is filled.

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