

Graduate Assistant Job Posting

Employing Office	Division of Research
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII
Number of Vacancies for this Position	1
Hours per Week (per vacancy)	20
Term	Spring
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	<ul style="list-style-type: none"> - 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	<p>1) Coordinate marketing and communication (70% of time)</p> <ul style="list-style-type: none"> - Under the supervision of the Director of Research Operations, work with the Division leadership team to coordinate marketing and communication efforts of the division. - Design flyers, digital graphics, and other marketing materials using BGSU platforms in alignment with BGSU

Marketing & Brand Strategy guidelines

- Develop written copy and coordinate messaging to specific faculty/staff/community/governmental/industry populations
- Create and coordinate social media content
- Serve as liaison with BGSU Marketing & Brand Strategy
- 2) Division Team Involvement (30% of time)
 - Weekly 1-on-1 with Director of Operations
 - Regular staff meetings with Division staff

Note, this position is supervised by the Director of Operations and collaborates with other members of the Division.

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	npedraza@bgsu.edu
Application Due Date	11/15/2024
Number of Vacancies for this Position	1