

Graduate Assistant Job Posting

Employing Office	Center for Great Lakes and Watershed Studies
Job Title	Communications, Media Management, and Events Assistantship
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII
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)	<ul style="list-style-type: none"> •American Culture Studies •Creative Writing •English •Integrative Design •Leadership Studies •MBA/Strategic Communication •Media & Communications •Organizational Development •Popular Culture •Studio Art •Graduate students pursuing degrees in related fields or who otherwise meet position needs will also be considered.
Qualifications/Preferred Skills	<ul style="list-style-type: none"> •Broad understanding of marketing and communications principles, with preferred experience in graphic design, web design, marketing, and/or social media content creation •Excellent communication and organizational skills •Ability to work collaboratively with diverse teams across disciplines •Ability to manage projects and events •Creative thinking and problem-solving capabilities •Background or interest in environmental studies
Position Description	<ul style="list-style-type: none"> •Media Management: Create and curate content for various platforms, including our website, social media, newsletters, and flyers, to actively engage our center community and the general public. Monitor and analyze engagement metrics to improve communication strategies. •Event Coordination: Help plan and execute key events such

as our annual meeting, sustainability week outreach activities, Science Cafes, etc. Coordinate logistics, manage schedules, and ensure smooth event operations.

- Serve as liaison with the A&S Marketing and Communications Team and BGSU Marketing & Brand Strategy as necessary.
- Attend regular CGLWS meetings and Communications Committee meetings, and maintain meeting notes.
- Work collaboratively with the CGLWS Director for planning and execution of events and programming

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 outlining interest and how you meet the qualifications; resume, contact information for two professional references (no letter of recommendation required)
Send application materials to	emersar@bgsu.edu
Application Due Date	Open until filled; review of applications will start July 15
Number of Vacancies for this Position	1