

Graduate Assistant Job Posting

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| Employing Office | Kuhlin Hub for Career Design and Connections |
| Job Title | Event & Corporate Engagement Coordinator |
| 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) | All programs are welcome to apply. |
| Qualifications/Preferred Skills | Strong organizational and time management skills. Excellent written and verbal communication abilities. Ability to work independently and collaborate with a team. Attention to detail and problem-solving mindset. Experience with event coordination or administrative support is a plus. |
| Position Description | <p>We are seeking a detail-oriented and proactive graduate student to assist with event planning, coordination of partner visits and student career treks, and general communication efforts. This role requires strong organizational skills, effective communication abilities, and a customer-service mindset to support our team in delivering seamless events while maintaining effective communication with stakeholders.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Assist in planning and executing events, including logistics, scheduling, and setup. •Coordinate corporate partner visits and/or student career treks, ensuring a smooth experience for guests and attendees. •Manage low-stakes communications, such as email reminders, confirmations, and follow-ups. •Provide on-site event support, including check-in, materials |

- preparation, and troubleshooting.
- Maintain organization of event-related documents and schedules.
 - Support additional administrative tasks as needed.

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, Cover Letter

Send application materials to jocjeff@bgsu.edu

Application Due Date 5/5/2025

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