

Graduate Assistant Job Posting

Employing Office	C. Raymond Marvin Center for Student Leadership and Civic Engagement
Job Title	Graduate Assistant – Civic Engagement Programming
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	Community Engagement & Relationship Building Project & Event Coordination Communication & Outreach Service Platform Management Data Management & Analysis Training & Facilitation Organizational & Time Management Skills Leadership & Mentorship Problem-Solving & Adaptability
Position Description	<p>Graduate Assistant – Civic Engagement Programming</p> <p>The C. Raymond Marvin Center for Student Leadership and Civic Engagement is the hub for leadership and service at BGSU. The Marvin Center houses a variety of programs, events, and initiatives intent on connecting students, faculty, and staff with opportunities to grow their leadership skills and engage in the community. As an office, the Marvin Center has a commitment to develop leaders who serve their communities and lead for the public good.</p> <p>Position Responsibilities The Graduate Assistant for Civic Engagement Programming</p>

provides direct support to the Marvin Center and coordinates programs and initiatives aimed at enhancing community engagement and service opportunities for students. The graduate assistant will oversee key activities that promote the Marvin Center's mission, including supporting community engagement events, managing the BGSU serves platform, and fostering connections between students and the community.

Service Platform Management: Maintain and update the BGSU serves platform, ensuring accurate records of community partner profiles, volunteer opportunities, and student participation. Conduct regular clean-ups to enhance user experience and align platform data with community engagement goals. (30% of role)

Student Communication and Recruitment: Develop and implement strategies for student outreach and recruitment, including creating promotional materials, hosting information sessions, and leveraging social media to encourage participation in civic engagement activities. (20% of role)

Community Service Fair: Coordinate and manage the Marvin Center's Community Service Fair, working with community partners, student organizations, and campus stakeholders to ensure a successful event that connects students with meaningful service opportunities. (15% of role)

Community Partner Onboarding: Onboard new community partners to the BGSU serves platform, providing training, resources, and ongoing support to enhance their engagement with the BGSU community. Build and maintain strong relationships with partners to foster collaboration. (15% of role)

Alternative Break Consultations: Support the Alternative Breaks program by providing consultations for student groups planning service trips. Assist with program logistics, facilitate planning meetings, and ensure alignment with the Marvin Center's civic engagement objectives. (10% of role)

Additional Responsibilities: Attend weekly staff meetings, and supervisory one-on-ones. Help support the office functions, programs, and initiatives within the C. Raymond Marvin Center for Student Leadership and Civic Engagement. (10% of role)

Position Start Date: 8/11/2025

Position End Date: 5/2/2026

Direct Supervisor:

Adam Smith, Coordinator of Civic Engagement

C. Raymond Marvin Center for Student Leadership and Civic Engagement

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 adasmit@bgsu.edu

Application Due Date 4/4/2025

Number of Vacancies for this Position 1