

Graduate Assistant Job Posting

Employing Office	Radbill Center for College & Life Design
Job Title	Radbill Center for College and Life Design, Events and Communications 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"> • College Student Personnel • English (Masters) • Master of Integrative Design • Media & Communication (Masters) • Graduate Studies in Business (Masters) • Programs within the School of Cultural and Critical Studies (Masters) <ul style="list-style-type: none"> • Public Administration • Social Work • Leadership Studies • Other programs within School of Counseling, Higher Education, Leadership and Foundations
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	This position serves a critical role in supporting the Radbill Center and Life Design at BGSU. This position has two

primary areas of focus:

1. Coordinate events and programming for the Radbill Center including Life Design student communities (40% of time – 8 hours)
 - a. Coordinate logistical details for various Radbill Center events and programming
 - b. Support Life Design student events and workshops, as well as signature Radbill Center events
 - c. Work collaboratively with Radbill Center full-time and student staff for planning and execution of events and programming
2. Coordinate marketing and communication (40% of time – 8 hours)
 - a. Work with Asst. Vice President/Executive Director of the Radbill Center to coordinate marketing and communication efforts of the Radbill Center.
 - b. Design flyers, digital graphics, and other marketing materials using BGSU Canva platform in alignment with BGSU Marketing & Brand Strategy guidelines
 - c. Develop written copy and coordinate messaging to specific student populations
 - d. Create and coordinate social media content
 - e. Serve as liaison with BGSU Marketing & Brand Strategy when necessary
3. Radbill Center Team Involvement (20% of time – 4 hours)
 - a. Weekly 1-on-1 meeting with supervisor
 - b. Regular staff meetings with Radbill Center staff
 - c. Periodic meetings with Radbill Student Ambassador Team

This position is supervised by the Assistant Vice President/Executive Director of the Radbill Center and collaborates with other members of the Radbill Center.

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

aausden@bgsu.edu

Application Due Date

Open until filled. Apply by March 1st for best consideration.

Number of Vacancies for this Position 1