Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Center for Community & Civic Engagement

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): Based on MA or PhD level and program

Term?: ☒ Academic Year ☐ Fall ☐ Spring ☐ Winter Session ☐ Summer

Number of vacancies for this position: 2

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - HESA
   - MACIE
   - EDLP
   - MBA
   - EMOD
   - MPA
   - COMMUNICATIONS
   - SCCS
   - ETHNIC STUDIES
   - FOOD & nutrition
   - GERONTOLOGY
   - PUBLIC HEALTH

2. **Qualifications/preferred skills**

   Seeking some combination of the following, with a strong emphasis on project planning and strong administrative skills and/or an interest in developing skills in these areas:

   - Organizational/administrative skills and strong interpersonal communication skills, preferably with experience of working in an office/academic/non-profit environment;
   - Project and event planning experience;
   - Experience supervising and coordinating teams;
   - Good technology, writing and editing skills;
   - Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
   - Teaching/training experience;
   - Experience conducting presentations, training, and interacting with diverse audiences;

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2 An academic year contract includes both fall semester and spring session. It does not include winter session. A student who is needed during winter session will require a separate contract.
• Experience with programs such as community based learning, volunteer/community service events & programs, alternative breaks, civic engagement, leadership and student organizations, non-profit organizations, and all forms of experiential learning;
• Experience mentoring and supervising undergraduate students;
• Commitment to working as part of a collaborative team;
• Commitment to diversity and inclusion.
• Candidates will have the opportunity to integrate their graduate program of study with their office and program responsibilities.

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.

1. To apply to this positions, send the following materials: A brief cover letter highlighting experiences that relate to this position, a CV/Resume, two references (name, title, phone numbers and email addresses), to the following contact person as soon as possible via email attachment.
2. Send GA application materials to: Kris Sautter ksautte@bgsu.edu, 419 372 9865
3. GA position application due date: Application materials will be accepted until the position is filled.