

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

Term²: 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;

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.