

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Graduate College: Communications Position

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): Varies by department

Term¹: Academic Year Fall Spring Winter Session Summer

Number of vacancies for this position: 1

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- Marketing
- Media & Communication
- Journalism
- English
- World Languages
- Higher Education
- Programs within the School of Cultural and Critical Studies
- Other related Humanities programs

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Word and familiar with Excel and Publisher
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter
- Social media experience
- Web-editing experience
- Qualtrics experience

3. Position Description (primary and secondary responsibilities)

- Maintain Graduate College website
- Create and maintain marketing materials
- Manage weekly communication with the rest of the BGSU community
- Responsible for Graduate College's weekly bulletin: The Academic Agenda
- Manage Graduate College social media accounts
- Assist Graduate College staff as needed

¹ 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.

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: Letter of application, resume, two references (name and contact information only – recommendation letter not required)
2. Send GA application materials to: Stephanie Boman, sboman@bgsu.edu
3. GA position application due date: Review of applications will begin **April 10th** and continue until the position is filled.