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 position, 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.