

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: ICS

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): [Click here to enter text.](#)

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):

- ACS

2. Qualifications/preferred skills

- Familiarity with Microsoft Office
- Strong research, writing, and editing skills
- Excellent organizational and time-management skills
- Good interpersonal skills
- Social media expertise (planning and implementation)
- Self-directed

3. Position Description (primary and secondary responsibilities)

Revising ICS website and social media; Drafting text for emails, letters, posters, and other essential documents; Planning, scheduling, and publicizing events, including the Spring Speaker Series and Artist-Scholars-in-Residence Fellowship lectures; Researching and developing curriculum to support external speakers and ICS Fellows' talks; Updating the ICS website and social media accounts; Creating itineraries for visiting speakers; Scheduling meetings with ICS fellows, interdisciplinary research clusters, and ICS Executive Board members; Collecting and organizing ICS Fellowship applications and Executive Board nominations; Archiving ICS documents on ScholarWorks; Updating activity reports on research clusters; Supervising/mentoring ICS interns

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: CV Cover Letter that addresses: Why you are interested in being a GA at ICS; Your skills and interests that might be well suited to working with an interdisciplinary public humanities institute; Any previous experience with planning events and/or writing promotional materials, or other relevant background
2. Send GA application materials to: Jolie Sheffer, Director of ICS at jsheffe@bgsu.edu and in hard copy to 230 East Hall
3. GA position application due date: **March 31, 2018**

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.