

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Graduate College: Peace Corps Fellows/Community & Civic Engagement Position

Hours to work (1-20): 20

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

Term²: 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 which are approved Peace Corps Fellows programs):

- MACIE
- College Student Personnel/Higher Education
- American Culture Studies
- Business Administration
- Tourism, Leisure and Event Planning
- French
- Food and Nutrition
- History
- Interdisciplinary Gerontology
- Media and Communication
- Public Administration
- Spanish
- Technology Management

2. Qualifications/preferred skills

- Must hold Returned Peace Corps Volunteer status
- Effective writing and oral communication skills
- Proficient in Microsoft Word and familiar with Excel.
- Preferred fundraising and/or event-planning experience
- Experience in providing advising/mentoring assistance
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter

3. Position Description (primary and secondary responsibilities)

- Manage internal and external communications regarding the BGSU Coverdell Fellows Program, including the 16 degree programs on campus
- Assist in communication with the Peace Corps headquarters (Washington).
- Serve as president of RPCVs of BG Orgsync organization

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.

- Possible acting student coordinator for Peace Corps Prep program
- Collaborate with Peace Corps regional officials on events and programs
- Promote Peace Corps and Fellows events on campus
- Manage social media and web pages
- Coordinate fundraising endeavors
- Advise prospective undergraduate Peace Corps applicants and Fellows program applicants
- Plan social events for Coverdell Fellows Program
- Collect data for submission of yearly Peace Corps Coverdell Program Census to Peace Corps
- Work collaboratively with the office of Community and Civic Engagement to assist with cooperative activities among the units

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, résumé, and two names and contacts of references.
2. Send GA application materials to: Stephanie Boman, sboman@bgsu.edu, The Graduate College, 120 McFall Center.
3. GA position application due date: March 15.