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

Term: ☒ 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

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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.