

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Vice President of Research and Economic Engagement

Hours to work: 20

Stipend rate: Dependent on department rate

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

- Business Administration
- College Student Personnel
- Creative Writing
- Cultural & Critical Studies
- English
- History
- Media & Communication
- Philosophy
- Psychology
- Public Administration
- Sociology
- World Languages & Cultures

2. Qualifications/preferred skills

- Proficient writer with excellent grammar, spelling and punctuation.
- Able to shift from a more creative style for feature magazine articles to the highly organized presentation of information
- Strong detail orientation for proofreading and comprehensive quality control.
- Project management skills: able to help set up and track active jobs through to completion.
- Ability to communicate professionally with various constituencies across campus.
- Familiarity with AP Stylebook is beneficial but not necessary.

3. Position Description (primary and secondary responsibilities)

The main purpose of the job is to assist the Communications Manager. The primary responsibilities/key duties include but not limited to: assist with writing, proofreading and quality control, help track jobs through completion via project management software (Wrike),

help maintain a strong, social media presence, assist with publications, marketing collateral, videos, events, web and new media for units reporting to the Vice President for Research and Economic Engagement such as the Collab Lab, Center for Regional Development, Center for Community & Civic Engagement and Office of Sponsored Programs & Research. In addition, this individual will assist with other Marketing & Communications needs, including pick-up and delivery of materials across campus.

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:
 - Cover letter
 - Resume
 - Three references
2. Send GA application materials to: Monica Gerwin, Executive Assistant to the Vice President of Research and Economic Engagement (mgerwin@bgsu.edu)

GA position application due date: January 16, 2018