Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: School of Cultural and Critical Studies

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): Dependent on academic program rate

Term 2: ☒ 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):
   - American Culture Studies MA
   - American Culture Studies PhD

2. Qualifications/preferred skills
   - Strong communication and writing skills
   - Adobe Acrobat, Photoshop, Microsoft Office experience preferred
   - Project Management or even coordination experience preferred

3. **Position Description** (primary and secondary responsibilities)
   - Assist with planning and executing School sponsored events
   - Assist CCS Director and Director of Undergraduate Studies with administrative, recruitment, retention, and other related duties
   - Develop Spring, Summer, Fall CCS course guides
   - Work with CCS student recruitment team, visit classes to announce Fall/Spring classes, and coordinate other student training and presentations
   - Review Campus Update, compile content, and coordinate distribution of CCS Digest

**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 Interest and CV
2. Send GA application materials to: Beka Patterson rpatter@bgsu.edu
3. GA position application due date: April 6, 2018

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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.