

## 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<sup>2</sup>:  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 -Maintain and update the School Websites and social media sites -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](mailto:rpatter@bgsu.edu)
3. GA position application due date: April 6, 2018

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<sup>2</sup> 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.