

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: **Vice President for Research and Economic Engagement, Marketing & Communication position**

Hours to work (1-20): 20

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

Term¹: Academic Year Fall Spring Winter Session Summer

**** Searching for a student who would work this summer and wish to remain during the academic year.**

Number of vacancies for this position: **1**

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

- **American Culture Studies**
- **Architecture**
- **Graphic Design**
- **Business Administration (Executive/Professional MBA)**
- **Classroom Technology**
- **College Student Personnel**
- **Computer Science**
- **Creative Writing**
- **Cross-Cultural and International Education**
- **Learning Design**
- **Media & Communication**
- **Organization Development**
- **Popular Culture**
- **Public Administration**
- **Rhetoric & Writing**

¹ 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.

2. Qualifications/preferred skills

- Proficient writer with excellent grammar, spelling and punctuation.
- Able to shift from writing feature stories to writing shorter content for web and print materials.
- 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 this job is to assist the Communications Manager. The primary responsibilities/key duties include but are 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 the 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 positions, send the following materials: Cover Letter; Resume; Three References
2. Send GA application materials to: Monica Gerwin, Executive Assistant to the Vice President for Research and Economic Engagement (mgerwin@bgsu.edu)
3. GA position application due date: **April 27, 2018**