

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Center for Women and Gender Equity

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): \$10,000

Term¹: 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
- Sociology
- MACIE
- HESA

2. Qualifications/preferred skills

- Program facilitation knowledge/skills/experience (required)
- Previous experience working with diverse student population (preferred)
- Knowledge about working with a diverse woman identified students as well as gender related faculty, staff, and student issues (required)
- Desire to build bridges across campus and into the community (required)

3. Position Description (primary and secondary responsibilities)

The Graduate Assistant (GA) for the Center for Women and Gender Equity (CWGE) is a 20 hour per week graduate assistantship in which the GA will coordinate and facilitate trainings and education initiatives as well as and plan mentorship and leadership programs for students of all genders. This GA is a member of the Division of Student Affairs unit of Equity, Diversity, and Inclusion, which has a central mission to create inclusive and affirming environments to retain diverse populations of students at BGSU. This GA will report to the Director of the CWGE.

Major Responsibilities Include:

- Co-coordinate the CWGE space with the Office Manager
- Co-coordinate and facilitate the educational program, mentoring and leadership development, and other CWGE signature events
- Participate in staff meetings and development

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.

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: Resume/CV, Cover Letter, and a list of 2-3 references
2. Send GA application materials to: womencenter@bgsu.edu
3. GA position application due date: Until filled