Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Women’s Center

Hours to work: 20

Stipend rate: Varies by department

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - MACIE
   - American Culture Studies

2. **Qualifications/preferred skills**
   - Expertise/interest in program design & development
   - Expertise/interest in women’s & gender issues
   - Ability to work independently
   - Strong writing skills
   - Experience in materials creation and communication technology

3. **Position Description** (primary and secondary responsibilities)
   The Women’s Center graduate assistant enjoys a high degree of involvement in all aspects of the work of the center, and is given the opportunity to develop programs on a wide range of issues. The graduate assistant will develop, implement and host programming initiatives; assist in creating written materials; provide outreach to targeted constituencies; work collaboratively with campus units; and provide office & clerical support to the Women’s Center.

**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 resume
2. Send GA application materials to: Mary Krueger, Women’s Center Director, 108 Hanna Hall
3. GA position application due date: March 31, 2017