

## 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