Coverdell Peace Corps Fellows GA Position Description

Position Summary
The Paul D. Coverdell Peace Corps Fellows Graduate Assistant (GA) will work closely with the Associate Dean of the Graduate College to assist in supporting the administrative needs of the sixteen BGSU Peace Corps Fellows graduate degree programs. While primarily dedicated to supporting Peace Corps Fellows programs, this GA will also assist the Associate Dean with other Graduate College recruitment and communication activities.

Essential Duties, Tasks and Responsibilities
- Provide administrative support to the Associate Dean of the Graduate College for all elements of the Peace Corps Fellows (PCF) program, including communication with Peace Corps Washington Headquarters;
- Work closely with the 16 PCF Graduate Program Coordinators in assisting with recruitment, communication, and other support as needed;
- Provide administrative support for the Peace Corps Fellows Scholarship Foundation account;
- Assist in developing internship experiences for the Peace Corps Fellows;
- Assist with the development of Peace Corps “Third Goal” activities for the campus Fellows;
- Provide additional assistance to the Associate Dean of the Graduate College with other duties as assigned pertaining to general Graduate College communication (weekly Academic Agenda) and other activities.
- Act as the president of the student organization, The Returned Peace Corps Volunteers of Bowling Green, and update the group’s Facebook and Twitter pages.

Knowledge, Skills or Abilities
- Excellent communication (written and oral), interpersonal, collaborative, and supervisory skills;
- Skilled in organization and coordination of complex projects;
- Ability to work independently;
- Ability to interpret and implement university policies and procedures;
- Ability to manage data in spreadsheet form;
- Commitment to diversity and ability to work with individuals or groups with diverse backgrounds.

Minimum Qualifications
Acceptance into a designated BGSU Coverdell Peace Corps Fellows graduate degree program.

Financial Assistance:
This is a 20 hour per week academic year contract. The Graduate Assistant stipend is based on the GA’s graduate program stipend rate and will be paid for by the Graduate College. There are also possible opportunities for additional contract work during the summer.

We will begin reviewing applications on April 10, 2015. Applicants should send a letter of application (cover letter) stating reasons for applying to this particular GA position and what you could contribute to the success of this position. Also submit a current resume and the contact information for at least two references to:
Dr. Margaret Z Booth, Associate Dean, Graduate College
boothmz@bgsu.edu