

## Graduate Assistant Job Posting

<b>Employing Office</b>	Radbill Center for College and Life Design
<b>Type of Graduate Assistant Position (RAII, RAI, TI, TA)</b>	RA II
<b>Number of Vacancies for this Position</b>	1
<b>Hours per Week (per vacancy)</b>	20
<b>Term</b>	Academic Year
<b>Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)</b>	English (Masters) Master of Integrative Design Media & Communication (Masters) Graduate Studies in Business (Masters) College Student Personnel Programs within the School of Cultural and Critical Studies (Masters) Public Administration Social Work Leadership Studies
<b>Qualifications/Preferred Skills</b>	<ul style="list-style-type: none"> <li>- Broad understanding of marketing and communications principles, with preferred experience in copywriting, graphic design, and/or social media content creation.</li> <li>- Effective writing and oral communication skills</li> <li>- Strong organizational and administrative skills</li> <li>- Ability to manage projects and events</li> <li>- Well-organized and detail-oriented</li> <li>- Ability to work independently and in a collaborative team environment</li> <li>- Commitment to diversity, equity, and inclusion and willingness to apply knowledge of equitable and inclusive practices to work with students</li> <li>- Ability to complete other duties as assigned</li> </ul>
<b>Position Description</b>	<p>This position is critical in supporting the Radbill Center and Life Design at BGSU. This position has three primary areas of focus:</p> <p>1) Coordinate events and programming for the Radbill Center including the Life Design Scholars Community (40% of time – 8 hours)</p>

- Coordinate logistical details for various Radbill Center events and programming
- Support Life Design Scholars Community events and workshops, as well as signature Radbill Center events
- Collaborate with Radbill Center full-time and student staff for planning and execution of events

2) Coordinate marketing and communication (40% of time – 8 hours)

- Work with Asst. Vice President/Executive Director of the Radbill Center to coordinate marketing and communication efforts of the Radbill Center.
- Design flyers, digital graphics, and other marketing materials using BGSU Canva platform in alignment with BGSU Marketing & Brand Strategy guidelines
- Develop written copy and coordinate messaging to specific student populations
- Create and coordinate social media content
- Serve as liaison with BGSU Marketing & Brand Strategy when necessary

3) Radbill Center Team Involvement (20% of time – 4 hours)

- Weekly 1-on-1 with Assistant Director of the Radbill Center
- Regular staff meetings with Radbill Center staff
- Periodic meetings with Radbill Student Ambassador Team

Note, this position is supervised by the Assistant Director of the Radbill Center and collaborates with other members of the Radbill 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.

<b>Required application materials</b>	Resume and Cover Letter
<b>Send application materials to</b>	gdunbar@bgsu.edu
<b>Application Due Date</b>	7/12/2024
<b>Number of Vacancies for this Position</b>	1