

Graduate Assistant Job Posting

Employing Office	Asian Studies & International Studies
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII
Number of Vacancies for this Position	1
Hours per Week (per vacancy)	20
Term	Academic Year
Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)	American Culture Studies (PhD and MA) Analytics College Student Personnel Creative Writing Cross-Cultural and International Education Curriculum & Teaching English MA Graphic Design History Integrative Design Interdisciplinary Studies Leadership Studies Media & Communication Political Science/Public Administration Popular Culture Psychology World Languages & Cultures

*Graduate Students in related fields will be considered;
international experience such as study abroad is a plus.*

Qualifications/Preferred Skills

- ~Ability to make use of innovative marketing and communications strategies, with preferred experience in graphic design, website updates, social media content creation, and/or social media analytics.
- ~Effective written and oral communication skills
- ~Strong organizational and administrative skills
- ~Ability to manage projects and organize/plan events
- ~Well-organized and detail-oriented
- ~Ability to work independently and in a collaborative team environment
- ~Ability to connect with undergraduate students and the international students @ BGSU
- ~Commitment to diversity, equity, and inclusion
- ~Ability to complete other duties as assigned

Position Description

Under the direction of the Director of Asian Studies and the Director of International Studies, the GA in this position will:

Coordinate logistical details for the events of the two programs & programming

- ~Support ASIA & INST Community events and workshops (where applicable) including promotion of events, classroom visits (when needed), and attendance at campus-wide events and other opportunities to promote the events and academic programs of ASIA & INST.
- ~Collaborate with ASIA & INST directors for planning and execution of events
- ~Mentor/supervise undergraduate INST Ambassadors

Coordinate marketing and communication

- ~Work with the ASIA & INST directors to coordinate marketing and communication efforts of the two programs.
- Design flyers, course descriptions, digital graphics, and other marketing materials using BGSU Canva platform in alignment with BGSU Marketing & Brand Strategy guidelines
- ~Maintain websites of ASIA & INST as well as the Facebook & Instagram sites.
- ~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
 - ~ Communicate and coordinate with the ASIA & INST Directors as well as the Senior Secretary to manage projects effectively.

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.

Required application materials

Transcript from Graduate School; résumé or curriculum vitae; at least one letter of reference.

Send application materials to

kbatey@bgsu.edu [Kim Batey, Senior Secretary]

Application Due Date

Applications will be accepted until the position is filled.

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