

Graduate Assistant

The Graduate College is seeking a half-time graduate assistant (GA) for the 2018-19 academic year to assist with administrative and communication duties for the Graduate Student Association (GSA). The GSA aims to provide academic, service and social experiences for all graduate students, as well as to promote networking, collaboration and advocacy.

The GSA GA will be expected to work ten hours per week (paid hourly at \$14.50 per hour,) during the fall and spring semesters, and will report to the Associate Dean of the Graduate College. In addition to the hourly compensation, the GSA GA will receive a partial (1/2) tuition waiver and full coverage under the GA Health Insurance plan. Assuming satisfactory job performance and progress towards degree completion expectations are met, the position may be renewable for a second year, pending funding availability.

The anticipated duties and responsibilities for the Graduate College GA include, but are not limited to, the following:

Communication & Outreach:

- Design and maintain GSA website
- Manage email and social media to alert all BSU graduate students of GSA events and opportunities

Administration & Support:

- Schedule GSA leadership meetings and take minutes
- Work with ASBSU leadership to identify potential leadership and committee opportunities for graduate students on student and faculty committees
- Staff drop-in hours in the GSA lounge for ~3 hours per week during the semester
- Schedule, plan, organize, and attend GSA social, academic, and service experiences

Applicants must be admitted to and enrolled in a face-to-face master's or doctoral degree program at Boise State University for the fall 2018 academic year. Well-qualified applicants will demonstrate excellent oral, written, and interpersonal communication skills; a record of leadership in an academic co-curricular organization; experience with website design (including use of WordPress) and social media; and will demonstrate an ability to work independently and cooperatively.

Applicants should submit a resume and cover letter that addresses their qualifications, the name of a reference (Faculty or Staff) in the graduate Department or Program from which they are enrolled, and a completed [Application for Graduate Assistantship](#). Top candidates will be invited to a short interview session with Graduate College staff. For full consideration, all application materials must be emailed to Scott Lowe (scottlowe@boisestate.edu) no later than 5:00 p.m. MST on August 3, 2018.

More details can be found on [Handshake](#). Search for job #1747446 "Graduate Assistantship". General information about Graduate Assistantships may be found on the Graduate College website under [Assistantships](#).

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It is the policy of Boise State University and the Graduate College to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 799A

The Graduate College embraces and welcomes diversity in its faculty, student body, and staff. Accordingly, applicants who would add to the diversity and excellence of our academic community are encouraged to apply.