

**English Department M.A. Program
Half-Time Graduate Assistantship, 2018-19**

Position 3: Communications Assistant

The English M.A. Program has a half-time graduate assistantship position (10 hours per week) to be offered to a graduate student admitted to the English M.A. Program. The assistantship will begin August 27, 2018 and end April 26, 2019. The position will be offered pending funding.

Title:

English Department Graduate Assistant: Communications Assistant

Terms:

This is a half-time position (ten hours per week), with beginning and ending dates corresponding with the 2018-19 academic year, August 27 through April 26. This assistantship is open only to students who have been admitted to the English M.A. Program and who enroll in a minimum of 5 credit hours each semester. The assistantship includes a tuition waiver for 4.5 graduate credit hours and a stipend of \$2,000 for each semester. A student who accepts the graduate assistantship may not accept other on-campus employment.

Primary Duties and Responsibilities (8 hours per week – 80% of position):

1. Working with the Program co-Directors, the graduate assistant will update and compose materials for the program's web site to achieve the following objectives:
 - a. To enhance the site's usefulness to prospective students.
 - b. To assemble documents, links, and other materials for use by current students in the program.
 - c. To establish the web site as an archive for important program materials, including copies of completed theses, lists, questions, and selected essays from qualifying examinations.
2. Advertising and recruitment activities for the program, including e-mail communication with prospective, current, and former students.
3. Draft and mail (using Create/Send) a monthly newsletter sent to current and prospective students.
4. Assist in publicity efforts for lectures/presentations by visiting scholars

Additional Duties (2 hours per week-20% of position):

In addition to these primary responsibilities, the Graduate Assistant will also perform clerical and research tasks for the M.A. Program and for the faculty, including but not limited to the following:

- researching appropriate audiences for our marketing materials
- sending out mailings advertising the program
- creating and posting M.A. Program fliers
- creating fliers to publicize courses, events, etc.
- maintaining spread sheets with information about the program
- compiling a spread sheet of books to be ordered for the library and submitting it
- maintaining the program bulletin boards
- maintaining the program e-mail list and sending messages via e-mail

These clerical duties will be supervised by Dr. Brian Deyo, Director of the English M.A. Program.

Qualifications:

An ideal candidate will exhibit writing, editing, research, and publicity skills. Experience with, or aptitude for, computer editing and publishing programs (particularly Microsoft Publisher), and for other computer tasks, including web site maintenance. This assistantship is open only to students who have been admitted to the English M.A. Program and who enroll in a minimum of 5 credit hours each semester. A student who accepts the graduate assistantship may not accept other on-campus employment.

Work Station:

The work station for this assistant will be 131 Lake Huron Hall on the Allendale Campus. This office is set up to allow the graduate assistant to work independently.

Orientation/Supervision:

Orientation will be held the first week of work. M.A. co-Directors Dr. Deyo and Dr. Johnson will orient the GA concerning primary responsibilities and will orient the GA concerning English Department resources and staffing. The GA will be supervised by Dr. Deyo and will receive an evaluation at each semester's end.

Renewal:

This position is an academic-year appointment and is not automatically renewable.

Selection Process:

The position will be advertised on the GVSU Graduate School website and by direct e-mail contact with English M.A. students.

Submit application materials including 1) Letter stating your interest in the assistantship and describing your relevant experience and qualifications; 2) curriculum vitae, to Dr. Brian Deyo via email: deyob@gvsu.edu.

Applicants with skills and experience appropriate to the position will be interviewed by a faculty committee, who will select the candidate who best meets the requirements of the position.

Application Deadline: June 1, 2018**Contact Information:**

Professor Brian Deyo
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