English Department M.A. Program
Half-Time Graduate Assistantship, 2016-167
Position 2: Shakespeare Festival & English Dept. Communications
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 29, 2016 and end April 29 2017. The position will be offered pending funding.

Title:
English Department Graduate Assistant: Shakespeare Festival & English Dept. Communications

Terms:
This is a half-time position (ten hours per week), with beginning and ending dates corresponding with the 2016-2017 academic year, August 29, through April 29. 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:
The graduate assistant will have two primary responsibilities, five hours per week (50% of position) on each:
1) The graduate assistant will help coordinate the GVSU Shakespeare Festival in Fall 2015 in several ways (50% of position):
   a. Coordinating the Festival Conference, the campus student competition and the awards ceremony with the other events in the Festival’s lineup, including the Bard to Go performance and any other presentations planned for the awards ceremony
   b. Meeting with the Festival Committee and assisting the Conference Committee
   c. Scheduling rooms and food service for the conference and the awards ceremony
   d. Assisting with the advertising/marketing of the Conference for scholars and graduate students, and the campus competition on campus with a goal of making all faculty aware of the competition in order to help encourage student participation
   e. Fielding inquiries, answering questions, and generally troubleshooting the daily progress of the Festival events throughout September and October

   In addition to these responsibilities directly related to planning the student competition, the graduate assistant, in the remaining time available under the terms of the assistantship, will also have some appropriate responsibilities for the Shakespeare Festival more generally, including:
   a. Keeping and publishing minutes of the Shakespeare Festival meetings for 2016-17
   b. Updating the mailing/email list of area schools and teachers for the Festival
   c. Assisting the Festival Director and Dr. Miller with any responsibilities that would be appropriate and productive for a graduate assistant, including dramaturgical research and writing for the lobby display at the mainstage production if appropriate.

2) The graduate assistant will also assist with English Department Communications (50% of position), which includes duties such as:
   a. Writing newsletters for undergraduate English majors & minors
   b. Updating and composing materials for the ENG dept. website
   c. Soliciting from faculty and helping to produce course descriptions for the ENG dept.
d. Assist in publicity efforts for events/visitors

**Qualifications:**
An ideal candidate will exhibit organizational, planning, writing, and editing skills and have experience with, or aptitude for, computer editing and publishing programs (particularly Microsoft Publisher), and for other computer tasks, including mail-merge, Excel spreadsheets, and 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 6 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. Dr. Miller will orient the GA concerning primary responsibilities. Mary Feenstra will orient the GA concerning English Department resources and staffing. The GA will be supervised by Dr. Miller and will receive an evaluation from her at each semester’s end.

**Renewal:**
This position is for the academic year and is not automatically renewable.

**Selection Process:**
The position will be advertised on the Office of Graduate Studies website and by direct e-mail contact with English M.A. students.

Submit application materials including: 1) Cover letter stating your interest in the assistantship and describing your relevant experience and qualifications; 2) curriculum vitae or resume, to Dr. Kathleen Blumreich via email: blumreik@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: May 1, 2016**

**Contact Information:**
Professor Kathleen Blumreich
Director, English M.A. Program
Department of English, 164 Lake Huron Hall
Grand Valley State University
Allendale, MI 49401
Phone: (616) 331-3405
E-mail: blumreik@gvsu.edu