English Department M.A. Program
Half-Time Graduate Assistantship, 2016-17
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 29, 2016 and end April 29, 2017. 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 2016-17 academic year, approximately 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 (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 tasks for the M.A. Program and for the faculty, including but not limited to the following:
--sending out mailings advertising the program
--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. Jo Miller, 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 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 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 Office of Graduate Studies 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. 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