

**English Department M.A. Program
Half-Time Graduate Assistantship, 2021-22**

Position 2: Shakespeare Festival Assistant & English Dept. 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 30, 2021 and end April 22, 2022. 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 academic year. 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:

1) The graduate assistant will help coordinate the GVSU Shakespeare Festival in the fall in several ways (60% of position)¹:

- a. Coordinate the Festival Conference (only in even-numbered years), the campus student competition, and the awards ceremony, and any other appropriate events planned for the Festival;
- b. Meet with the Festival Committee and assisting sub-committees with their work, including helping to create, edit, and publish the Spring newsletter;
- c. Schedule rooms and food service for the conference and the awards ceremony;
- d. Assist with the advertising/marketing of the conference for scholars and graduate students;
- e. Assist with marketing the student competition on campus with a goal of making all faculty and especially all graduate students in the M.A. program aware of the competition in order to help encourage student participation;
- f. Direct inquiries appropriately, answer questions, and generally troubleshoot the daily progress of the Festival events throughout September and October.

In addition to these responsibilities directly related to the Festival in the fall, the graduate assistant, in the remaining time available under the terms of the assistantship, will also have some appropriate responsibilities for the Shakespeare Festival the rest of the year, including:

- a. Maintain and publish minutes of the Shakespeare Festival meetings for the academic year
- b. Update the mailing/email list of area schools and teachers for the Festival
- c. Assist the Festival Director and committee 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 (40% of position), which includes duties such as:

¹ In the academic years that the university does not present the Shakespeare Festival in the fall the duties revert to 100% English Department Communications, outside of preparations that may be necessary for the following academic year.

- a. Write newsletter(s) and/or other communication for undergraduate English majors & minors
- b. Update and compose materials for the ENG dept. website
- c. Solicit from faculty course descriptions and help to produce posters for the purpose of advertisement.
- d. Assist in publicity efforts for events/visitors
- e. Work with faculty on appropriate tasks such as assessment, research projects, and marketing tasks.

Qualifications:

An ideal candidate will exhibit organizational, planning, writing, and editing skills and have experience with, or aptitude for, computer editing and publishing programs, and for other computer tasks, including mail-merge, Excel spreadsheets, and website 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 on the Allendale Campus.

Orientation/Supervision:

Orientation will be held the first week of work. Dr. Jo Miller will orient the GA concerning primary responsibilities with regards to the Shakespeare Festival; Dr. Johnson, Graduate Program Director (GPD) will orient the GA concerning English Department resources and staffing. The GPD and Dr. Jo Miller will supervise the GA, who will receive an evaluation from both 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 GVSU Graduate School website and by direct e-mail contact with English M.A. students.