



Humanities
SCHOLARS
the ohio state university

Graduate Administrative Associate (GAA) Position Posting

The Arts and Humanities Scholars Programs through the College of Arts and Sciences seek a Graduate Administrative Associate (GAA) at 0.50 FTE to support the Arts Scholars Program and Humanities Scholars Program for 20 hours per week. The GAA position will be hired for January 2012 through June 2012 for Winter and Spring quarters. Compensation includes graduate school tuition, university fees, and a monthly stipend. The GAA will report to Ben Fortman, Humanities Scholars Program Manager, and Tim Valentine, Arts Scholars Program Manager and will have an office in 204 Enarson Hall. The programs may consider 0.25 FTE GAA appointments depending on the applicant pool, so please also respond if interested.

Responsibilities May Include:

1. Coordinate and attend a balanced number of academic events and activities within the Scholars Programs
2. Attend and present at recruitment events – Go Buckeye Day, Think Buckeye Days, Honors & Scholars Exploration Day, Honors & Scholars Day, Admitted Student Visit Days in Winter/Spring, and meeting with individual prospective students and families
3. Assist with review and scoring of applications to the programs
4. Assist with developing and coordinating a joint Arts & Humanities Scholars spring weekend trip to Toronto, Canada on April 12-15, 2012.
5. Assist with coordinating the mentor programs connecting upperclassmen with first year students
6. Assist with advising the student leadership councils who develop events
7. Meet with first year students one-on-one to touch base on transition and academic life
8. Assist Program Managers with administrative tasks (attendance, reports, communication, data entry, and some clerical duties)
9. Hold office hours in 204 Enarson Hall and occasionally in the residence halls
10. Meet weekly with Arts Scholars Program Manager and Humanities Scholars Program Manager
11. Attend Honors & Scholars staff meetings

Qualifications

1. Must be enrolled full time in a graduate degree program at The Ohio State University during winter and spring quarters of 2012
2. Interest and/or experience in co-curricular programming (events, activities, speakers, performances, etc) for undergraduate students in the Arts and Humanities
3. Interest and/or experience in advising undergraduate students on major selection, career decisions, and their interests in activities and programs
4. Ability to attend programming during evening and weekend hours
5. Excellent communication skills including writing and public speaking

How To Apply

Please send your resume and interest to Ben Fortman at fortman.24@osu.edu. The position will be open until filled with interviews starting as soon as possible and lasting until the second week of winter quarter. Questions regarding this position can be directed to Ben Fortman (fortman.24@osu.edu) or Tim Valentine (valentine.149@osu.edu).



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Arts Scholars & Humanities Scholars Programs

The Arts Scholars and Humanities Scholars programs are learning communities of high-achieving Ohio State students who participate in co-curricular programming related to their interests. They are four-year programs open to students of any major who have shown academic success and involvement in high school and have a passion for the Arts or Humanities. Listed below are some of the program traditions that make the Arts and Humanities Scholars programs unique:

Arts Scholars

- **Annual Exhibition**
Each year, students apply to have their artwork featured in an art exhibition installed at the OSU Urban Arts Space where students learn about pricing and installation. A student committee manages the exhibition and coordinates an opening and closing reception. This exhibition is open to all majors and has featured arts and non-arts majors in the past.
- **Annual Cabaret Show**
To celebrate the exception performing arts talent in Arts Scholars, this event occurs each Spring and allows students to be showcased for faculty, staff, family, and fellow students. During the 2011 cabaret, Dr. Javaune Adams-Gaston, the Vice President for Student Life served as one of the judges.
- **New York City Trip**
Each January, Arts Scholars collaborates with the Visual & Performing Arts Learning Community to take students on an educational journey through the arts in New York City which includes meeting with OSU alumni for career development.
- **Interdisciplinary Arts Focus**
Comprised of 50% arts majors and 50% non-arts majors, this program strives on the idea of art in community where collaboration and connection between visual and performing arts are the key to continued growth within the arts. Students are exposed to all forms of the arts and encouraged through programming to join talents for integrated arts projects.
- **Career Development for Artists**
Whether a student hopes to establish a primary career in the arts or maintain a secondary career, the Arts Scholars Program connects students to resources to give them the trajectory toward their career goals. The seminar curriculum and career workshops discuss how to leverage their talent in the arts through any career choice during and after their college experience.

Humanities Scholars

- **Chicago Humanities Festival Trip**
This fall trip is open to first year Humanities Scholars and provides an opportunity to create community while experiencing the humanities in Chicago. Humanities Festival presentations offer an educational aspect to this always exciting trip.
- **Dinner & Dialogue**
These humanities focused discussions provide students an opportunity to interact with faculty from across the university in an informal setting. Students are encouraged help plan these events by recommending outstanding faculty who specialize in interesting humanities related topics.
- **Humanities Film Festival**
First year students work in groups to create short humanities focused videos that align with a central theme. The project culminates during winter quarter with the Humanities Film Festival where student projects are shown and awards are presented to the outstanding entries.
- **Banned Book Club**
During spring quarter, students read a book that has been challenged or banned and participate in a faculty led discussion.

Arts & Humanities Scholars Collaboration

- **Seminar Course**
Both programs require an autumn seminar course to maintain an active status where all first year students take a 1-credit seminar course which establishes community and features weekly topics related to the respective Arts or Humanities theme.
- **Quarterly Programming**
Each quarter, Arts Scholars and Humanities Scholars join at least once to combine resources and communities for collaborative educational programming related to both themes. Examples of this collaborative programming include a movie and discussion night for *The King's Speech* and attending the touring show *Mary Poppins* with a cast talk-back.
- **Spring Trip**
Arts and Humanities Scholars students join together for an educational travel experience to a nearby city that is rich in both themes. Students are given the opportunity to build community across programs, meet with OSU alumni, explore culture, and consider career options during this 3-day trip each spring. Past trip destinations include Washington, D.C. and New York City.