

## GRADUATE ASSISTANT POSITION POSTING

<b>Employing Office</b>	C. Raymond Marvin Center for Student Leadership and Civic Engagement
<b>Type of Graduate Assistant Position (RAII, RAI, TI, TA)</b>	RAII
<b>Number of Vacancies for this Position</b>	2
<b>Hours per Week (per vacancy)</b>	20
<b>Term</b>	Academic Year

### **Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)**

Any applicant will be considered for this position; however, preference will be given to individuals with a background in education, leadership, civic-engagement, social work, and counseling.

### **Qualifications/Preferred Skills**

Experience with:

- Academic Support
- Recruitment, Selection, and Onboarding
- Programming and Event Planning
- Assessment and Evaluation
- Facilitation and Teaching

### **Position Description**

One of the hallmark programs of the C. Raymond Marvin Center for Student Leadership and Civic Engagement is the Sidney A. Ribeau President's Leadership Academy (PLA). The PLA is a four-year leadership development and civic engagement scholarship program that engages scholars in classes, workshops, experiential learning, and community service activities. The curriculum focuses on specific outcomes, with each year's experience building on those of the previous year. The Graduate Assistant provides direct support to the Sidney A. Ribeau President's Leadership Academy and will have the following responsibilities:

#### Position Responsibilities

**Academic Support:** Conduct one-on-one meetings with students on topics related to academic success, time management, study habits, and personal/transition issues. Collaborate with other PLA staff on academic success plans and support for scholars.

**Recruitment, Selection, & Onboarding:** Assist with the PLA recruitment and selection process including, but not limited to, attending recruitment events, coordinating application reviews, and coordinating

onboarding activities. Support interview day planning for incoming cohort. Supervise recruitment and onboarding interns.

Scholarship Programming: Oversee PLA programming including, but not limited to, study tables and Pals program. Support additional scholarship programming as needed including, but not limited to, monthly leadership forums and retreats.

Cohort Co-Advising: Co-advise a cohort of scholars. Attend bi-weekly cohort meetings. Develop, facilitate, and assess lesson plans.

Social Events: Supervise PLA Social Events intern. Support additional events intent on building relationships amongst scholars.

Signature Events: Assist with planning signature PLA events, overseeing logistics, marketing, and communication. Signature events include PLA Family Weekend, Senior Banquet, and homecoming.

Assessment & Evaluation: Assist the PLA staff in assessing and evaluating the program and scholars for programmatic success. Assist with PLA Absence review and committee and PLA status process. Assist with Marvin Center assessment activities.

Additional Responsibilities: Attend monthly leadership forums, weekly staff meetings, and supervisory one-on-ones. Help support the office functions, programs, and initiatives within the C. Raymond Marvin Center for Student Leadership and Civic Engagement and the Sidney A. Ribeau President's Leadership Academy.

#### Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

<b>Required application materials</b>	Resume
<b>Send application materials to</b>	doh@bgsu.edu
<b>Application Due Date</b>	Open until filled