

GRADUATE ASSISTANT POSITION POSTING

Employing Office Learning Commons

Type of Graduate Assistant Position (RAII, RAI, TI, TA) RAI

Number of Vacancies for this Position 1

Hours per Week (per vacancy) 20

Term Academic Year

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

Accounting
American Culture Studies
Analytics
Applied Geospatial Science
Applied Mathematics
Applied Statistics
Architecture
Art: All
Athletic Training
Biological Sciences
MBA: All
Clinical Mental Health Counseling
College Student Personnel
Communication Disorders
Computer Science
Creative Writing
Criminal Justice
Curriculum and Teaching
Data Science
English
European Studies
Economics
Forensic Science
Geology
Gerontology
Health Services Administration
History
Sport Administration
Kinesiology
Physics

Engineering Technology
Food and Nutrition
MACIE
Mathematics
Media and Communication
Music
Philosophy
Political Science
Popular Culture
Public Administration
Quality Systems
Reading
School Counseling
Social Work
Sociology
Spanish
Teacher Education
Theatre
Technology Management

Qualifications/Preferred Skills

Good written/oral communication
Ability to professionally reason through difficult situations

Position Description

The Testing Center Graduate Assistant provides administrative support in the BGSU Testing Center within the Learning Commons. The Testing Center, located in the Jerome Library, provides proctoring services for students with exam accommodations and for make-up exams. The graduate assistant will provide a consistent presence in the Testing Center, manage the work schedule of all proctors, and also personally provide test proctoring services. The graduate assistant will also be responsible for providing training to any new test proctors.

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.

Required application materials

Resume that includes the name of your graduate program

Send application materials to

jjoseph@bgsu.edu

Application Due Date

Open until filled. For best consideration, materials should be submitted by March 29.