Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: EDHD Dean’s Office

Hours to work: 20/week

Stipend rate: $10,000 AY for Master’s Student; $15,000 AY for doctoral student

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
   - Leadership Studies
   - MACIE
   - College Student Personnel
   - Higher Education

2. Qualifications/preferred skills
   - Experience or willingness to learn about recruiting and retaining students at the university level
   - Experience or willingness to learn about community engagement
   - Experience or willingness to learn about working with diverse groups and inclusion initiatives
   - Good written and oral communication skills
   - Ability to work independently
   - Strong organizational skills

3. Position Description (primary and secondary responsibilities)

Assigned Duties and Responsibilities:

Primary Duties:
   - Participate in meetings and associated business for the EDHD Recruitment and Retention Committee
     - Coordinate with Director of Recruitment and Retention, Associate Dean for Undergraduate Education and Dean on recruitment and retention initiatives
   - Assist with promotional materials, student recruitment and retention activities, and organization at events
   - Assist developing marketing materials
   - Assist with analyzing data related to recruitment and retention
   - Provide support for alumni relations and community outreach activities

Secondary Duties:

   - Assist with coordination and scheduling of various committees.
   - Generate program or college-wide reports as requested.
   - Related duties as assigned

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.

1. To apply to this positions, send the following materials: Resume and cover letter explaining why you are interested in this position.
2. Send GA application materials to: Amy Morgan, Ph.D. (amorgan@bgsu.edu)
3. GA position application due date: Position open until filled