Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Intercollegiate Athletics – Student Athlete Services – Tutor Coordinator
Hours to work: 10
Stipend rate: $4500

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Human Movement, Sport, and Leisure Studies

2. **Qualifications/preferred skills**
   - Excellent communication skills, both oral and written
   - Organizational skills with the ability to multi-task
   - Experience working and communicating with diverse groups of people
   - Computer skills – knowledge of Excel, Word; experience with PageMaker a plus
   - Knowledge of NCAA rules and regulations
   - Ability to act professionally and keep students’ records confidential
   - Ability to make decisions and handle conflicts
   - Problem solving skills and creativity
   - Supervision and management skills

3. **Position Description** (primary and secondary responsibilities)
   - Meet weekly with freshmen or at-risk student-athletes to discuss classes, academic progress, strategies for success, and other questions/problems they face
   - Keep record of student-athletes’ progress and provide feedback to assigned academic team coordinator
   - Maintain academic data spreadsheets on assigned sports
   - Assist in preparing progress reports for coaches and sport administrators
   - Assist in preparing Percent Degree Completion form updates sent to college advisors
   - Serve as staff member on duty to monitor study tables on assigned days while enforcing rules to keep study tables a quiet and productive environment
   - Assist in preparing progress reports for coaches and sport administrators
   - Assist athletes in getting registered for classes each semester
   - Serve as the Student-Athlete Tutor Coordinator
   - Assemble staff of tutors covering a broad number of class subjects
   - Conduct interviews and job orientation for the student-athlete tutor program
   - Handle all communication between athletes, tutors and athletic advisors
   - Coordinate the athlete and tutor matching for each class
   - Review weekly timesheets and feedback forms from tutors
   - Assist in hour recording for tutors

**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 position, send the following materials: Résumé and cover letter.
2. Send GA application materials to: Dr. Vikki Krane and Chet Hesson.
3. GA position application due date: POSITION FILLED