Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Business District Learning Community
Hours to work: 10
Stipend rate: $5,000

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Business
   - College Student Personnel (CSP)

2. **Qualifications/preferred skills**
   - Leadership
   - Event Planning
   - Assessment, Evaluation, and Research
   - Student Learning and Development
   - Advising
   - Time Management
   - Communication

3. **Position Description** (primary and secondary responsibilities)
   - Planning, organizing, and promoting events
   - Attending events, presenting at some events, and making sure the event runs smoothly
   - Coordinating the creation and operations of the Business District Advisory Council (BDAC)
   - Assessing events by conducting surveys and/or interviews with students and presenters
   - Evaluating the success of an event and coming up with suggestions about how to improve future events
   - Managing communication with students and industry professionals via face-to-face interactions, email, and social media

**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: **Resume and cover letter via an email attachment**

2. Send GA application materials to:
   
   **Erik Chiarelott, Business District Coordinator**
   **College of Business Administration, Department of Marketing, BA 249**
   **419-372-8001 ● echiare@bgsu.edu**

3. GA position application due date: **Friday, September 1 (See attached job description)**