Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: University Libraries Student Technology Assistance Center (STAC)

Hours to work: 20

Stipend rate: Dependent on program rate

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
   - Any program that is required to submit a thesis or dissertation to OhioLINK

2. Qualifications/preferred skills
   - Adobe Acrobat Professional and Microsoft Word
   - Experience with APA, MLA or Chicago Style

3. Position Description (primary and secondary responsibilities)

   The University Libraries (UL) Graduate Administrative Assistantship assists students with the OhioLINK Electronic Theses and Dissertations (ETD) submission process. This position works in the UL Student Technology Assistance Center (STAC) located in Room 122 of the Wm. T. Jerome Library. Other duties include assistance with the daily operations of the STAC as needed.

   The primary duties and responsibilities include:
   - Assists graduate students with formatting their final manuscripts into a PDF document that meets the graduate college’s standards.
   - Assists graduate students with interpreting instructions during the ETD submission process.
   - Conducts the final review of submitted manuscripts before Registration and Records completes the document upload to OhioLINK.
   - Assists with the development and delivery of regular training sessions about the OhioLINK ETD submission process.
   - Assists the Graduate College with revisions to the web page content related to the OhioLINK ETD process.
   - Participates in the daily operations of the STAC as needed.

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: An example of your writing (a paper you have written), your resume, and 3 references

2. Send GA application materials to: Kim Fleshman, Coordinator, Student Technology Assistance Center kflesh@bgsu.edu

3. GA position application due date: March 30, 2017