Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office **BGSU Athletics - Women’s Track**

Hours to work: **20**

Stipend rate: **Determined by degree program**

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - American Culture Studies PhD

2. **Qualifications/preferred skills**
   - Women’s Track and Cross Country Experience
   - strong oral and written communication skills
   - good organizational skills

3. **Position Description** (primary and secondary responsibilities)
   - Women’s cross country and track and field team travel logistics: itinerary, travel insurance, meal planning and ordering
   - Logging CARA hours for women’s cross country/distance track
   - Tracking cross country and track and field program expenses
   - Assigning and tracking team study hours and mentor hours
   - Assist coaching staff in organizing and hosting home meets: set up, supervision, ordering catering for staff
   - All aspects of recruiting for women’s cross country/distance track: identifying potential student-athletes, communicating with them via letters, emails, newsletters, phone calls, on-campus visits, and off-campus observations.
   - Supervising women’s cross country/distance track practices and competitions
   - Planning and leading the women’s cross country/distance track semester team leadership/positive mental strategies book discussions: choose book, plan and lead team discussions about 1 chapter each week

**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: Letter of Interest and CV
2. Send GA application materials to: Beka Patterson acsprogram@bgsu.edu
3. GA position application due date: March 15