Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: BG Perspective/Office of Undergraduate Education
Hours to work: 20
Stipend rate: Stipend is based on the determined rate for the candidate’s academic program

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
   Doctoral programs in the following teaching-related areas:
   • Higher Education Administration
   • Leadership Studies
   • Rhetoric and Writing (English)
   • Media and Communications

2. Qualifications/preferred skills
   • An interest in teaching and/or administration in higher education
   • Better-than-average writing skills, computer/technology skills, and research skills
   • Highly desirable: An interest in university-level outcomes assessment

3. Position Description (primary and secondary responsibilities)
   • Attend all BGP Committee meetings (3:00-4:30 pm on the first, third, and fifth Wednesdays of each month), take accurate meeting notes, and create minutes documents
   • Work directly with the BGP Director and the BGP Committee Chair to develop program reports and each committee meeting agenda
   • Compile, update, and maintain files for the BGP Program
   • Handle correspondence and create materials for the fall and spring BGP assessment workshops for BGSU faculty
   • Research each year’s common reading selection and use the findings to create a substantial LibGuide for faculty and students
   • Research pedagogical materials to routinely update a manual for the residential faculty mentor program
   • Update relevant information and post it to the BGP website, BGP Sharepoint site, and residential faculty mentor program Sharepoint site
   • Assist the BGP Director with the administration of the program’s submission and review of BGP course proposals
   • Provide support throughout the assessment, data collection and data sharing phases of the BGP outcomes assessment procedures each term
   • Handle additional duties as appropriate

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:
   • Cover letter (making note of your graduate program and summarizing how you anticipate the assistantship will provide you with practical experience related to your intended academic program and professional experience)
   • Resume, including previous education and work experience
   • Names and contact information of at least two professional/educational references
2. Send GA application materials to: Dr. Donna Nelson-Beene, Director, BG Perspective/Provost Office Associate, dnelson@bgsu.edu
3. GA position application due date: May 12, 2017