Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: EDHD Dean’s Office

Hours to work: 20/week

Stipend rate: $10,000 AY for Master’s Student; $15,000 AY for doctoral student

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
   • Leadership Studies
   • MACIE

2. Qualifications/preferred skills
   • Knowledge/Experience with international travel
   • Experience or willingness to learn about working with diverse groups and inclusion initiatives
   • Experience or willingness to learn about curricular initiatives
   • Good written and oral communication skills
   • Detail oriented
   • Well organized

3. Position Description (primary and secondary responsibilities)

Assigned Duties and Responsibilities:

Primary Duties:
• Participate in meetings and associated business for the EDHD International Coordinating Committee (ICC)
  o Take lead role in generating promotions and communication with trip directors for Education Abroad programs
  o Coordinate with committee chair and Associate Dean on ICC business
  o May include assisting trip directors with proposals, promotion materials, student recruitment, and representation at promotional events.
• Participate in meetings and associated business for the EDHD Inclusion and Diversity Committee (IDC)
  o Includes working with committee chair and Associate Dean on IDC initiatives
• Serve as student representative to Graduate Curriculum and Programs Committee (GCPC).
  o Assist GCPC chair with committee coordination and minutes

Secondary Duties:
• Assist with college-wide learning communities
• Assist Graduate Program Coordinators as needed, e.g., marketing materials, data analysis, and market competition analysis.
• Assist with coordination and scheduling of various committees.
• Generate program or college-wide reports as requested.
• Assist Associate Dean in scholarly pursuits
• Related duties as assigned.

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: Resume and cover letter explaining why you are interested in this position.
2. Send GA application materials to: Amy Morgan, Ph.D. (amorgan@bgsu.edu)
3. GA position application due date: Position open until filled