Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office  EDHD Dean’s Office – Director of Assessment and Accreditation

Hours to work: (1 – 20)

Stipend rate: Dependent on program rate

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Open to master’s or doctoral students from programs where the students have studied and applied quantitative analysis and data management as research tools.

2. **Qualifications/preferred skills**
   - Proficient in or at least have worked with MS Excel
   - Data management skills preferred
   - Detail oriented
   - Excellent writing and communication skills
   - Excellent organizational and problem solving skills
   - Strong research skills
   - Adaptable to a dynamic environment

3. **Position Description** (primary and secondary responsibilities)
   - Prepare data files for analysis, including standardization, enhancement and identifying and fixing errors.
   - Prepare data files for distribution to various college representatives.
   - Create job aids for data and assessment projects.
   - Summarize data, such as outliers and trends.

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
2. Send GA application materials to: Melissa Cardenas mcarden@bgsu.edu
3. GA position application due date: We will start reviewing applications on March 1st.