Graduate Assistant (Research Assistant II) Position

**Hiring Unit/Office:** The Learning Commons – Tutor Coordinator Assistant

**Hours to work:** 20 per week and daily hours to be determined upon hire

**Stipend rate:** Determined by degree program

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Master’s Degree Programs
     - Accounting
     - American Culture Studies
     - Business Administration
     - College Student Personnel
     - Curriculum & Teaching
     - Media & Communication
     - Educational Administration & Supervision
     - Organization Development
     - Special Education
     - Teacher Education
     - Workforce Education and Development
   - Media & Communication

2. **Qualifications/preferred skills**
   - Organized
   - Detail Oriented
   - Knowledge of Microsoft Office Suite
   - Knowledge of Web tools (Google Docs)
   - Good Communication Skills

3. **Position Description (primary and secondary responsibilities)**
   The Subject Tutor Graduate Student position will assist the Tutor Coordinator in a variety of duties. They include the following:
   - Assist with the subject tutor interview process
   - Explain policies and procedures of The Learning Commons to new tutors
   - Assist with the management of the subject tutors
   - Assist with our tutor training program, by organizing training schedules, leading training sessions, and tracking tutor requirements for tutor certification. The Learning Commons is a certified Tutoring Center through the College Reading and Learning Association International Tutor Training Program Certification (ITTCP).
   - Promote The Learning Commons tutoring service to various departments on campus and to the student population
   - Track tutee attendance
   - Assist with tutor evaluations
   - Organize our annual Tutor Job Fair spring semester which entails coordinating volunteers and marketing
   - Assist students with study strategies and/or content tutoring
   - Engage in professional correspondence
   - Other 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.
To apply to this positions, send the following materials: Resume, letter of recommendation and transcript
Send GA application materials to Donna Dick:
Email – ddick@bgsu.edu or
US Postal mail - The Learning Commons, 140 Jerome Library, Bowling Green, OH 43403
GA position application due date: on going