Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Learning Commons
Hours to work: 20
Stipend rate: Determined by degree program

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Accounting
   - Analytics
   - Applied Statistics & Operations Research
   - Business Administration
   - College Student Personnel
   - Educational Administration & Supervision
   - Financial Economics
   - Interdisciplinary Studies
   - Mathematics & Statistics
   - Physics & Astronomy
   - Learning Design
   - Organizational Development
   - Computer Science
   - Chemistry
   - Curriculum & Teaching
   - Public Administration
   - School Counseling
   - Higher Education Administration (PhD)
   - Mathematics (PhD)
   - Statistics (PhD)

2. **Qualifications/preferred skills**
   - Must have an adequate academic background in Mathematics and/or Statistics
   - Prior tutoring experience preferred
   - Prior management experience preferred

3. **Position Description** (primary and secondary responsibilities)
The duties of the Mathematics & Statistics Tutoring Graduate Assistant is as follows:
   - Tutoring
   - Aid in the training of undergraduate and graduate Mathematics & Statistics tutors
   - Assist with the supervision of the tutoring team
   - Meet individually with struggling students
   - Assist in the hiring process for tutors
   - Maintain regular contact with faculty of cooperating departments
   - Schedule events
   - Develop seminars
   - Create tutor aids and online content
   - Case management
   - Other duties as assigned

Applicants should have an adequate academic background in Mathematics and/or Statistics. Programs that focus on Mathematics, Statistics, management or administration, or Education will gain valuable experience that will transcend to their eventual profession. The GA will gain experience working within a management structure, assisting others, training, supervising, interviewing, engaging in professional correspondence, event planning, and design of instructional material.

**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: transcripts from Undergraduate and, if applicable, Graduate University; at least one (1) letter of reference; résumé or curriculum vitae
2. Send GA application materials to:
The Learning Commons, c/o Jeremy Joseph
140 Jerome Library
Bowling Green State University
Bowling Green, OH 43403
-OR-
Email all materials to tlc@bgsu.edu, Subject: Graduate Assistant Application (Math)

3. **GA position application due date**: Ongoing until filled. Review of applications will begin on March 27.