Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office:  EDHD Dean’s Office

Hours to work:  (20)

Stipend rate: $10,000 AY Master’s Student

1.** Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Mental Health/School Counseling
   - Curriculum and Instruction
   - Special Education

2.** Qualifications/preferred skills**
   - Knowledge/Experience or willing to learn about undergraduate curriculum
   - Experience or willing to learn about working with at-risk students
   - Good written and oral communication skills
   - Detail oriented
   - Well organized

3.** Position Description** (primary and secondary responsibilities)
   - Participate in Recruitment and Retention Meetings. Take minutes and help with coordinating the meeting.
   - Coordinate meetings with Committee Chair, develop promotion materials, and coordinate events.
   - Serve as student representative on Retention and Recruitment Committee
   - Work with Committee on Retention and Recruitment efforts.
   - Work with Program Council Chair on undergraduate curriculum. Assist with taking minutes and coordinating agenda.
   - Generate 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 position, send the following materials: resume and cover letter explaining why you are interested in this position.
2. Send GA application materials to: Dr. Mary Murray
3. GA position application due date: Open until filled.