Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office  Office of Institutional Research

Hours to work:  10 hours per week, Summer 2017 only

Stipend rate:  Dependent on program rate

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Master degree-seeking student in ASOR, Computer Sciences (CS), or Information Technology (IT) related area

2. **Qualifications/preferred skills**
   - Competent in the use of Tableau, Adobe, html, Excel, SQL; experience with Java Script, PHP,CSS, Word Press preferred
   - Committed to providing high quality and accurate results;
   - Effective communication skills;
   - Able to work independently or as a member of a team to effectively complete projects assigned.

3. **Position Description** (primary and secondary responsibilities)
   - Primary: Create/edit/maintain webpages for the office; Design, develop, test, and execute various data queries as assigned.
   - Secondary: 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.

1. To apply to this positions, send the following materials: resume, two names for reference
2. Send GA application materials to: Jie Wu (wujie@bgsu.edu), Office of Institutional Research
3. GA position application due date: April 1, 2017