

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – AY 21-22

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Department of English/University Writing Program (PROGRAM ASSISTANT)

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII

Hours to work (per vacancy): 10

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program): 15,500

Term: Summer Academic Year Fall Winter Session Spring

Number of vacancies for this position: 2

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- Returning Doctoral Student in Rhetoric and Writing
- MA and MFA students who have UWP experience

2. Qualifications/preferred skills

- Graduate student with strong teaching skills
- Previous experience teaching UWP 1110/1120
- Comfortable mentoring new graduate instructors
- Energized by working in a collaborative environment

3. Position Description (*primary and secondary responsibilities*)

Mentoring a group of new or returning UWP graduate instructors, which involves: holding regular small group and/or individual meetings with mentees; assisting mentees with class preparation; supporting mentee feedback and assessment efforts; conducting mentee classroom observations each semester; and providing mentee program, campus, and disciplinary resources. Additional duties include: facilitating the planning and delivery of workshops during UWP Graduate Student Orientation (GSO) before the start of the Fall term; participating in 6020 class sessions; and contributing to weekly PA administrative work sessions with the Director and Assistant Director.

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:** Letter of interest (single-spaced, two pages max) addressing applicant's previous UWP experience and describing how the applicant's philosophy of teaching writing and mentoring style connects to the UWP's mission and values.

Due date: January 25, 2021