Please see the [Graduate College website](\url{https://www.bgsu.edu/graduate}) for full definitions of each position (RAI, RAI, 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):** RAI  
**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:** ☒ 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