

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2023

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

GRADUATE ASSISTANT POSITION

Employing Office: BG Perspective General Education

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

Hours to work (*per vacancy*): 20

Stipend rate (*Note: Hiring units must pay the stipend rate associated with the student's graduate degree program*): Dependent on program rate

Term: Summer Academic Year Fall Winter Session Spring Session

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

- English (any specialization)
- Media and Communication
- Educational Leadership
- Teacher Education

2. Qualifications/preferred skills

- An interest in teaching and/or educational administration
- Strong writing and editing skills, computer/technology skills, and research skills
- An interest in learning outcomes assessment
- Careful attention to detail

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

See below

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 for this position, send the following materials:** Cover letter (making note of your graduate program and summarizing how you anticipate the assistantship will provide you with practical experience related to your intended academic program and professional experience); Resume, including previous education and work experience
2. **Send GA application materials to:** Dr. Donna Nelson-Beene, Director, BG Perspective/Provost Office Associate (dnelson@bgsu.edu)
3. **GA position application due date:** Open until filled

RAII Graduate Assistantship: BG Perspective General Education Program
Position Description 2022-2023 Academic Year
Master's Level Position

This RAII position is designed to provide support to the Director of the BG Perspective General Education Program, who also has significant responsibility for additional undergraduate initiatives. Graduate students who are planning to teach or serve as administrators will have an opportunity to apply classroom knowledge, pedagogy, curriculum, and management skills as they work to help develop and support BGSU's general education program (BGP) and additional undergraduate initiatives.

- Make room or Zoom arrangements for all BGP Committee meetings (3:00-4:30 pm on the first, third, and fifth Wednesdays of each month), attend the meetings, take accurate meeting notes, and create minutes documents
- Work directly with the BGP Director and the BGP Committee Chair to develop program reports and each committee meeting agenda
- Following each BGP Committee meeting, file all meeting documents and post the meeting agenda and approved minutes on Faculty Senate's Canvas site
- Compile, update, and maintain the electronic and paper files for the BGP Program
- Handle correspondence with the BGP Committee
- Create materials for fall and spring BGP meetings and workshops for BGSU faculty
- Update relevant information and post it to the BGP website and BGP Sharepoint site
- Assist the BGP Director with the administration of the program's review of BGP assessment activity changes
- Provide support throughout the assessment, data collection, and data sharing phases of the BGP outcomes assessment procedures each term
- Conduct research and draft documents that support the BGP Committee and additional committees on which the BGP Director/Provost Office Associate is serving
- Handle additional duties as appropriate