

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: College of Arts and Sciences Student Services

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

Hours to work (per vacancy): 20

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program): \$10,000.00

Term: Summer Academic Year Fall Spring Semester

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

- Preference will be given to graduate students in the College of Arts and Science but all eligible graduate students will be given consideration.

2. Qualifications/preferred skills

- Sincere interest in working with diverse populations of students.
- Critical thinkers who are eager to learn.
- Must be detail-oriented and good communicators in both spoken and written formats.
- Good interpersonal skills

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

See below. ****Please note**** Parameters for hours will be established at the start of each term. Any changes to the intern work schedule must be discussed with the college supervisor prior to the start of each term.

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:** Resume, personal diversity statement
2. **Send GA application materials to:** Lee Ann Koenigbauer, annkoen@bgsu.edu
3. **GA position application due date:** April 30, 2022



BOWLING GREEN STATE UNIVERSITY
College of Arts & Sciences
Office of the Dean

Internship Title: Retention Specialist
College of Arts and Sciences
Bowling Green State University
bgsu.edu/arts-and-sciences.html

Position Summary:

One graduate assistantship position available part time (20 hours per week*) for a graduate student (Academic year 2022 – 2023) - emphasis on building and maintaining the college student ambassador program, advising and recruitment for Bachelor of Liberal Studies degree, campus recruitment events, and retention/teaching activities.

Position Responsibilities:

Advising activities

- Individual advising for Bachelor of Liberal Studies A&S students
- Communicate with prospective students for Bachelor of Liberal Studies
- Develop outreach strategies for the Bachelor of Liberal Studies completion program
- Answering general student policy/academic questions

Retention activities

- Teach a one credit hour course (AS 1020) for at risk students
- Compile and review reports to identify at risk and probation students
- Correspond with at risk students
- Participate in college retention programs/activities for first-year and continuing students

Recruitment activities

- Develop and manage college student ambassador program
- Provide information about the BGSU community to prospective students and their families during Admission recruitment events

Features of the position and/or office:

The College of Arts and Sciences houses approximately 4,000 undergraduate students and is the largest college at the university. The college has 21 departments, three schools, and approximately 100 areas of study. The college collaborates with University Advising and over 150 faculty mentors from the various departments also assist with the advising of students in the College of Arts and Sciences.

Compensation: \$10,000

This position is being offer for the fall 2022 and spring 2023 academic year. Possible reappointment for a second year depends on student performance and available funds.

Supervisor: Marcus Sherrell

mlsherr@bgsu.edu or 419-372-2015

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