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

**GRADUATE ASSISTANT POSITION**

Employing Office: Career Center

**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*): $10,000

**Term:**

- [ ] Summer
- [x] 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.*):

   Applicants from any graduate program with an interest in supporting student career development and/or employer relations are encouraged to apply

2. **Qualifications/preferred skills**

   See below

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 and resume

2. **Send GA application materials to:** Danielle Dimoff (ddimoff@bgsu.edu)

3. **GA position application due date:** Rolling basis
BGSU Career Center: Graduate Assistantship 2022 – 2023 Academic Year

The Bowling Green State University Career Center is hiring two Graduate Assistantships, also known as Career Advisors, for the 2022 – 2023 academic year. The position provides critical supplemental support in serving students, alumni, and employers and has contributed to departmental goals over the past several years. The position also prepares the graduate student staff members to successfully obtain careers within higher education or a similar field upon graduation.

The Career Advisor main position responsibilities include the following:

- Provide individual and group appointments with undergraduate students, graduate students, and alumni on career-related topics such as cover letter and resume reviews, Handshake profile support, experiential learning and job search strategies, mock interviews, and graduate school preparations
- Review and approve or decline position postings for experiential learning and employment positions in the Career Resource Management System
- Create and propose new career-related presentations to conduct in select classrooms and with student organizations
- Provide program support for the Falcon Partnership Program, Choose Ohio First, or a similar career-related resource for students
- Review and provide feedback on alumni and student cover letters and resumes in the Career Resource Management System
- Develop strategies to increase new employer relationships and experiential learning and employment opportunities for students and alumni
- Provide staff support for Career Center events, including, but not limited to job fairs, etiquette dinners, and career cluster events
- Promote and instruct students on how to navigate online career-related resources such as Big Interview, Focus2, GoinGlobal, and Handshake
- Support post-graduation student outcomes to ensure all students and alumni have access to experiential learning, employment, and graduate school opportunities
- Attend and actively participate in biweekly team meetings and one-on-one meetings with their supervisor
- Represent the Career Center to prospective students and their families at major admissions events
- Participate in department shadowing and training experiences
- Complete special projects and other duties, as assigned

The Career Advisor position is 20 hours per week with anticipated contract dates of August 22, 2022 – April 28, 2023. The graduate student staff member in this position is expected to work when classes are in session, but not during breaks as part of their standard contract. The stipend is $10,000 per academic year and the office location is on the main Bowling Green State University campus.

Please email your cover letter and resume to Danielle Dimoff at ddimoff@bgsu.edu. Applications will be reviewed on a rolling basis until all positions have been filled for the upcoming academic year.

Note: If you are not interested in a 20 hour per week graduate assistantship, but you would still like to gain experience in the Career Center, please contact Danielle Dimoff regarding your interest to explore potential opportunities.