

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: Graduate College

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.):
 - Students from doctoral programs in English, Media & Communication, American Culture Studies, History, or other Humanities preferred.
 - Students in other doctoral programs, or master's programs required to submit a thesis to OhioLINK will also be considered.

- 2. Qualifications/preferred skills**
 - Adobe Acrobat Professional and Microsoft Word
 - Experience with APA, MLA, or Chicago Style
 - Excellent Communication Skills

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

Assists students with the OhioLINK Electronic Theses and Dissertations (ETD) formatting, accessibility, and submission process. This position works in the Graduate College Coordinator of Theses and Dissertations in 110 McFall. The primary duties and responsibilities include: assists graduate students with formatting their final manuscripts into a PDF document that meets the requirements of the Graduate College; assist students with making their document meet accessibility standards; assists graduate students with interpreting instructions during the ETD submission process; conducts the final review of submitted manuscripts; assists with the development and delivery of regular training sessions about manuscript formatting, accessibility, and the OhioLINK ETD submission process.

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 or CV and an example of a paper you wrote using APA, MLA, or Chicago Style with References/Works Cited/Bibliography
- 2. Send GA application materials to:** Kim Fleshman (kflesh@bgsu.edu)
- 3. GA position application due date:** 4/15/22 or until position is filled