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

**GRADUATE ASSISTANT POSITION**

*Employing Office:* Graduate College

*Type of Graduate Assistant Position (RAI, 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.)*:
   - Higher Education Administration
   - College Student Personnel
   - Public Administration
   - Organizational Development and Change
   - Media and Communication
   - Leadership Studies

2. **Qualifications/preferred skills**
   - Effective writing and oral communication skills
   - Proficient with Microsoft Word, Excel, and PowerPoint and familiar with OneDrive and SharePoint
   - Responsible and assertive
   - Well-organized and detail-oriented
   - Positive attitude and outgoing
   - Independent, self-starter
   - Clerical experience preferred

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

This GA position is needed to assist the Graduate College with implementation of a new Catalog and Curriculum Management System. The person serving in this role will work closely with the Graduate Dean and Director of Graduate Degree Progress to support a variety of critical tasks to ensure key deadlines are met. This position's primary responsibilities could include, but are not limited to:

- Reviewing curriculum from multiple sources to identify areas of inconsistency and synthesize information
- Creating consistent presentation of programs and degree requirements across multiple formats as determined by system standards and university decisions
- Communicating with Graduate Program Coordinators and Graduate Administrative Assistants
- Assisting with the curriculum and course modification process prior to and after implementation
- Organizing meetings and taking meeting minutes / notes
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**: Letter of application, resume, two references (name and contact information only; recommendation letter not required)

2. **Send GA application materials to**: The Graduate College, gradcol@bgsu.edu

3. **GA position application due date**: Open until filled