

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: Office of Residence Life

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

Hours to work (*per vacancy*): 20

Stipend rate (*Note: Hiring units must pay the stipend rate associated with the student's graduate degree program*): \$11,635

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.*):

- Business
- Education
- Counseling
- Public Administration

2. Qualifications/preferred skills

The Graduate Hall Director must have a demonstrated desire to work with residence life programs and staff supervision in a residential setting. In addition, the Graduate Hall Director must have excellent interpersonal and written communication skills, excellent organizational skills, and a demonstrated desire to work with underrepresented populations. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred

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:** Resume, cover letter
2. **Send GA application materials to:** Dr. Claire Semer, clairew@bgsu.edu
3. **GA position application due date:** Applications will be accepted until the position is filled.

Graduate Residence Hall Director

Position Description:

The Graduate Residence Hall Director is a staff person in the Office of Residence Life, who assists in the daily operation of an undergraduate residence hall. The Graduate Residence Hall Director is directly supervised by a full-time Residence Hall Director. This staff person assists in the supervision of Resident Advisors (RAs), Student Desk Manager (SDM), and Desk Clerk staff, as well as the administration of hall-wide programming and crisis response.

Major Duties and Responsibilities:

The specific responsibilities of the position are negotiated between the Graduate Residence Hall Director and the Residence Hall Director with the approval of the Assistant Director for the area where the hall is located. Typical areas of responsibility may include, but are not limited to, the following:

- Supervise, advise, train, evaluate, and hire a Resident Advisor (RA) staff, including personal and professional development of RAs and creating a sense of team and camaraderie amongst staff
- Co-supervise the Student Desk Manager (SDM), who also supervises the front desk. The GHD will work with the SDM to hire, train, supervise, and evaluate the student desk staff
- Develop a well-rounded community within the building, focused on the five priorities of the Falcon Student Retention Curriculum (Academic Success, Safety and Security, Inclusivity, Personal Growth, and Engagement)
- Develop relationships with and be visible to residents in the building
- Become familiar with available resources on campus and be able to communicate those resources to residents
- Counsel students and respond to crisis situations that may occur in the residence hall
- Adjudicate meetings with students who have violated the Code of Student Conduct. Determine appropriate consequences and results of these meetings, including referring cases to the University Level or assigning educational sanctions
- Communicate effectively and respectfully with residents, families, faculty, advisors, and other constituents found on-campus
- Distribute and assist with all paperwork and other administrative duties
- Attend and participate in staff training sessions and meetings
- Attend and participate in staff selection sessions and meetings
- Participate on committees within Residence Life

Additional Responsibilities Include:

Responsibilities could also include:

- Manage the hall budget
- Create and facilitate professional and personal development for both Resident Advisor staff and professional staff
- Present or co-present sessions during student staff trainings
- Represent the Office of Residence Life at recruitment and large admissions functions
- Support Bowling Green State University and Office of Residence Life initiatives
- Co-advise Hall Council, or the student governing body within the residence hall
- Serve on a Residence Life committee

Time Commitment:

10-month, 20 hours scheduled per week. This position may require evening and weekend hours.

Appointment tentatively set to begin Monday, July 11, 2022 and end on Friday, May 5, 2023. Time-off occurs between semesters and during academic breaks, additional time arranged with supervisor.

Benefits/Compensation:

- A stipend of \$11,635 and a full tuition scholarship*
 - 10% discount at the University Bookstore
 - A desktop computer and reserved parking space are also provided, but the student covers the cost of the parking permit
- *Tentative amount based upon projected academic dates.*

Prerequisite Knowledge/Skills:

The Graduate Hall Director must be a full-time graduate student at Bowling Green State University. To be successful in this position, the Graduate Hall Director must have a demonstrated desire to work with residence life programs and staff supervision in a residential setting. In addition, the Graduate Hall Director must have excellent interpersonal and written communication skills, excellent organizational skills, and a demonstrated desire to work with underrepresented populations. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

Institution: Bowling Green State University

Department: Office of Residence Life

Website for Department: www.bgsu.edu/reslife

Number of Positions Available: 2

Supervisor/Department Contact Information

Recruitment and Selection Committee

Claire Semer, Ph.D.

Office of Residence Life

470 Math Sciences Building

Bowling Green, OH 43403

419-372-2011

clairew@bgsu.edu