

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: Honors Learning Community

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*): 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.*):

Preference will be given to students pursuing a graduate degree in fields related to education, human services, social science, and business. All candidates will be considered.

- 2. Qualifications/preferred skills**

- attached

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

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:** Christina Igl, Coordinator for the Honors Learning Community (IGLC@BGSU.EDU)
- 3. GA position application due date:** Open until filled

Honors Learning Community – Program Assistant

Position Description:

The Honors Learning Community (HLC) Program Assistant is offered a unique opportunity to gain a variety of responsibilities and skills. The Program Assistant gains experience in cocurricular program planning, diversity and inclusion initiatives, assessment, and educational trip facilitation. This position is ideal for candidates interested in bridging their experience from graduate preparation to a career in higher education (or related areas).

Major Responsibilities:

- Assist with coordination and implementation of cocurricular programs (on- and off campus) focused on HLC student learning outcomes: critical thinking, integrative learning, civic engagement, and intercultural knowledge
- Assist with chaperoning regional overnight trips (3) and day and/or local trips (5+) through the academic year with the HLC
 - Past trips destinations include: Stratford, Canada; Chicago, IL; Pittsburgh, PA; Cuyahoga Valley National Park, OH
- Contribute to a friendly, inclusive, and intellectual environment within the HLC

Additional Responsibilities:

- Participate in office professional development and staff meetings
- Perform administrative responsibilities associated with the HLC cocurricular programs
- Assist with other projects and tasks as assigned
- Program Assistants may also work with HLC Coordinator to develop other responsibilities that align with the Program Assistant's interests and professional development needs

Skills Desired/Prerequisite Knowledge:

- Superior organizational skills
- Strong communication skills (written and oral)
- Ability to work independently and take initiative
- Possesses a student-centered perspective
- Comfortable with travel and serving as a chaperone on trips
- Exhibits curiosity and flexibility

Features/Culture of the Office:

- The Program Assistant will work directly with undergraduate students and gain skills transferable to a variety of functional areas
- Our office encourages staff to maintain an appropriate school-work-life balance and honors a flexible working schedule
- We encourage innovative approaches to student learning and engagement in a collaborative work environment

Time Commitment:

- **Hours Per Week:** This position is 20 hours per week. The Honors College is open Monday-Friday from 8 a.m. to 5 p.m., but this position will be required to work some nights and weekends. The Program Assistant's schedule is flexible, and the Program Assistant will work with the HLC Coordinator to create a schedule that accommodates their needs as a student and the needs of the HLC.
- **Tentative Position Start Date:** August 22, 2022
- **Tentative Position End Date:** May 10, 2024

Benefits/Compensation:

- Stipend: BGSU Standard Contract (\$10,000 stipend)
- Tuition Assistance at Standard Program Rate
- Professional Development Funding: Minimum of \$300 per year, additional funding may be available

Institution: Bowling Green State University

Department: Honors College

Department Website: <https://www.bgsu.edu/honors-college/honors-learning-community.html>

Positions Available: 1

Direct Supervisor/Department Contact Information:

Name: Christina Igl (she/her)

Title: Coordinator, Honors Learning Community

Office: 024 Founders Hall

Email: iglc@bgsu.edu

Phone Number: 419-372-8502