

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 College

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*): \$10,000/academic year

Term: Summer Academic Year Fall Spring Semester

Number of vacancies for this position: 1

1. **Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):
 - Any (preference given to individuals in education, communications, humanities, etc.).

2. **Qualifications/preferred skills**
 - Communication and presentation skills
 - Research skills, networking skills
 - Knowledge of higher education

3. **Position Description** (*primary and secondary responsibilities*)
Please see attached job description

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 and cover letter
2. **Send GA application materials to:** Tiffany Menard, tmenard@bgsu.edu
3. **GA position application due date:** until filled

***Honors College – Program Assistant**

***Position Description:**

The Honors College Program Assistant (graduate intern) offers a unique opportunity to gain a variety of responsibilities and skills. The Program Assistant (PA) gains experience in assessment, research, curriculum planning, scholarship recruitment and coordination (internal scholarships and national scholarships and fellowships), event planning, and diversity and inclusion initiatives. This position is ideal for candidates interested in bridging their experience from graduate preparation to a career in a professional setting.

***Major Responsibilities Include:**

- Collaborate with the promotion, recruitment, and coordination of internal and national scholarship work.
 - May include presentations, event attendance, and creation of marketing/outreach plans and materials.
- Sustain diversity and inclusion programming.
- Coordinate assessment activities.
- Coordinate Honors College participation in BGSU OneDay and Falcon Funded.
- Collaborate with College-wide events such as Great Ideas and Desserts, Senior Recognition, and other events.

Assistantship Flexibility:

Interns are able to tailor their experience working with the Honors College to their particular interests and needs. Some examples of additional opportunities include:

- Conduct research related to needs of high-achieving students.
- Coordinate book discussions, career development seminars, invited speaker programs, and other outcomes-based programming.
- Work with development and fundraising strategies
- Training development for student staff.
- Create strategies to improve business strategies and efficiency.
- Collaborate with Honors Learning Community staff as they plan events and programming.
- Development of support opportunities for students in the Critical Thinking curriculum. Create training materials for Peer Facilitators.

Features/Culture of the Office:

- The Program assistant will have contact with undergraduates
- We allow and honor flexible work scheduling
- We encourage staff to maintain an appropriate school-work-life balance
- Collaborative environment

***Time Commitment:**

- 20 hours a week
- Limited night and weekend responsibilities
- Exact start and end dates of position, including break periods (e.g., between semesters)

- BGSU standard contract: \$10,000 stipend, Tentative dates for 2022-2023 academic year subject to final approval August 22, 2022-December 9, 2022; January 9, 2023-April 21, 2023
- Job duties outside of these dates must be compensated accordingly
- BGSU's winter session is **not** included in standard academic year contract

***Benefits/Compensation:**

- Stipend amount: \$10,000
- Professional development: minimum of \$300 per year. Full travel covered for National Collegiate Honors Council (NCHC) conference.

Prerequisite Knowledge/Skills:

- Superior organizational skills
- Strong communication skills
- Excellent work ethic
- Self-motivation
- Succeeds in working in a collaborative environment
- Student-centered
- Curious
- Flexible

***Institution:** Bowling Green State University

***Department:** Honors College

***Website for Department:** <http://www.bgsu.edu/offices/honors>

***Number of Positions Available:** 1

***Contact information**

Tiffany Menard, Assistant Director for Fellowship Mentoring

Founders 024, Bowling Green, OH 43403

419-372-8604

tmenard@bgsu.edu