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:** Visual Communication & Technical Education (VCTE): Instructional Design & Technology (IDT)

**Major**

**Type of Graduate Assistant Position** (*RAII, RAI, TI, TA*): Teaching Assistant (STIPEND ONLY, no tuition remission)

**Hours to work (per vacancy):** 10

**Stipend rate** *(Note: Hiring units must pay the stipend rate associated with the student’s graduate degree program):*
Stipend only; approximately $15.00 per hour, 10 hours per week, flexible schedule.

**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.)*:
   - Instructional Design & Technology
   - Education/Teaching and/or Classroom Technology
   - Organizational Development (training & development)
   - Or similar program/background

2. **Qualifications/preferred skills**
   - Experience teaching, preferable adults (andragogy); grading, providing feedback, communicating with students, teaching online.
   - Knowledge of instructional design principles and models (e.g., ADDIE)
   - Knowledge of instructional technologies (e.g., Rise, Storyline, Camtasia, etc.) or willingness to learn.

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

Assist with online classrooms at graduate and/or undergraduate levels; this may include communication with learners, grading, etc. Develop instructional materials for graduate and/or undergraduate online curriculum. Use instructional technologies to create interactive learning experiences. The Instructional Design & Technology program is housed in the College Park Office Building. It would be ideal for a candidate to work on-campus; however, remote work is an option.

**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:** eMail a cover letter that addresses how you meet the qualifications and/or expresses your interest in the position. Include a resume and/or ePortfolio if readily available, but do not delay your application to prepare these items. Include a letter of reference if one is readily available, or at least the name of someone who can speak to work ethic, knowledge, qualifications, etc.

2. **Send GA application materials to:** Dr. Shelley W. Moore, swmoore@bgsu.edu.

3. **GA position application due date:** ASAP.