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

GRADUATE ASSISTANT POSITION

Employing Office: The Learning Commons- Tutor Coordinator

Type of Graduate Assistant Position (RAII, 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): Program Stipend Rate

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.):
   - Accounting
   - American Culture Studies
   - MBA
   - Chemistry
   - College Student Personnel
   - Cross-Cultural and International Education
   - Curriculum and Teaching
   - Educational Administration & Supervision
   - Forensic Science
   - Higher Education Administration
   - Leadership Studies
   - Learning Design
   - Media and Communication
   - Organizational Development and Change
   - Philosophy
   - Psychology
   - Public Administration
   - School Counseling
   - Social Work
   - Sociology
   - Workforce Education and Development

2. Qualifications/preferred skills
   - Organized
   - Detail Oriented
   - Knowledge of Microsoft Office Suite
   - Knowledge of Web Tools (Google Docs)
   - Good Communication Skills

3. Position Description (primary and secondary responsibilities)
   - Assist with the subject tutor interview process
   - Explain policies and procedures of The Learning Commons to new tutors
   - Assist with the management of the subject tutors
• Assist with our tutor training program, by organizing training schedules, leading training sessions, and tracking tutor requirements for tutor certification. The Learning Commons is a certified Tutoring Center through the College Reading and Learning Association International Tutor Training Program Certification (ITTCP).
• Promote The Learning Commons tutoring service to various departments on campus and to the student population
• Track tutee attendance
• Assist with tutor evaluations
• Organize our annual Tutor Job Fair spring semester which entails coordinating volunteers and marketing
• Assist students with study strategies and/or content tutoring
• Engage in professional correspondence
• Other duties as assigned

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:** transcript from Undergraduate and, if applicable, Graduate University; résumé or curriculum vitae; at least one letter of reference

2. **Send GA application materials to:** The Learning Commons, 140 Jerome Library, Bowling Green, OH, 43403 or email all materials to tlc@bgsu.edu, Subject: Graduate Assistant Application (Tutor Coordinator Assistant)

3. **GA position application due date:** Applications will be accepted until the position is filled.