

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: The Learning Commons- Writing

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): 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.):

- American Culture Studies (PhD and MA)
- Analytics Art History
- College Student Personnel
- Creative Writing
- Cross-Cultural and International Education
- Curriculum & Teaching
- Education Administration & Supervision
- English MA
- History
- Interdisciplinary Studies
- Leadership Studies
- Media & Communication
- Philosophy (Applied)
- Political Science
- Popular Culture
- Psychology
- Reading
- Rhetoric and Writing PhD
- Social Work
- Teacher Education (AYA & World Languages)

2. Qualifications/preferred skills

- Great writer
- Empathetic listener
- Sympathetic reader
- Abundant desire to help
- Open-minded
- Critical thinker
- Self-reflexive
- Curious
- Writing center experience helpful, but not required

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

The preferred candidate would be a great writer, a fantastic listener, and possess a desire to help. The primary job responsibility is coaching writers (developing the writer's skills and enhance the writer's writing process). The job also includes taking on projects (curriculum design and revision, a mentor in the training program, etc.). The ideal candidate would also be capable of leading a variety of assessment and outreach initiatives, as well as planning and delivering in-service training sessions. We will provide extensive training in writing center pedagogy and tutor training administration.

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