GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2023

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

GRADUATE ASSISTANT POSITION

Employing Office: TRIO- McNair Scholars Program

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): 10,000

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.):
   - CSP
   - Counseling
   - Or related field

2. Qualifications/preferred skills
   - Desire to work with diverse student population and provide support for retention and graduate study
   - Excellent interpersonal, verbal, and written communication skills
   - Familiarity with the research process and applying to graduate school
   - Program coordination, management, and recordkeeping skills; familiarity with assessment / evaluation
   - Ability to work independently as well as collaboratively

3. Position Description (primary and secondary responsibilities)
This half-time (20 hours/week) Graduate Assistant position is vital to the university’s diversity initiatives and retention efforts. The GA assists with the advising and programming of the McNair Scholars for the academic year. The GA will be responsible for the following: Assist with the academic advising, graduate school planning and research of the McNair Scholars- Meet monthly 1:1 with each McNair Scholar and hold regular office hours Plan and coordinate the monthly programming for the McNair Scholars - Assist with McNair recruitment and selection, including information sessions, interviewing, and evaluation Assist with assessment/evaluation of McNair programming - Attend all TRIO staff meetings- Perform other duties as assigned by supervisor

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, cover letter, and 3 references
2. Send GA application materials to: Adrienna Hutchins at ahutchi@bgsu.edu
3. GA position application due date: Open until filled