

BGSU Graduate College
Graduate Assistant Categorical Position Descriptions
(Excerpt from [Graduate Assistant and Scholarship Guidelines 2021-2022](#))

All Graduate Assistant positions provide students with education and training opportunities that align with the educational mission of their degree program and contribute to the public good mission of BGSU as a public institution of higher education. Each one will also fall under one or more of the following major categories of position descriptions. Depending on the type of assistantship, students may also receive a more detailed position description, specific to the nature of the individual position.

Research Assistant I

Research Assistants I (RAI) perform research that is related to the student's field of study (e.g., dissertation topic). Some portion of the hours spent on research is attributable as university work, but those research responsibilities are related to their academic program. The research responsibilities performed are under the direct supervision of and collaboration with faculty. Depending on the discipline or field, the research experience could take place in: laboratories, field based settings, clinical locations, or other academic environments necessary to the research methodology. Duties vary by discipline and program, but generally include: experimentation; data collection, entry and analysis; literature searches; manuscript assistance; attendance at conferences to present results; and training and supervising less experienced research personnel.

Research Assistant II

Research Assistants II (RAII) participate in applied research and creative activities that are related to the student's field of study. The hours spent on applied conceptualization of their field is attributable as university work, but still related to their academic program. This applied experience is performed under the direct supervision of either faculty or university professionals working in the student's field of interest. Depending on the discipline or field, the professional experience could take place in: laboratories, field based settings, clinical locations, or other university environments necessary to the application of the field of interest. Duties vary by discipline and program, but could include: field based learning derived from interactions with clients, professionals, students, and other participants; data organization; and training and supervising less experienced personnel.

Teaching Assistant (TA)

Teaching Assistants are assigned to one or more faculty to assist them with instructional responsibilities for a course that is related to their field of study. The faculty for whom they are assisting take on a supervisory role. Teaching Assistant responsibilities vary by discipline and program, but normally include one or all of the following: grading assignments and examinations; administering/proctoring tests or exams; maintaining the online class management system (e.g., Canvas); and collecting and organizing class records and data.

Teaching Associate (TI)

The primary responsibility of a Teaching Associate is that of an instructor (thus the “I” in TI). The form of instruction may include any of the following: the sole instructor of record for a section of a class; leader of discussion or recitation section of a course; or supervisor of instruction and tutoring in a lab. Without these individuals, the course, discussion group, or lab could not function. While Teaching Associates are supervised by a faculty member or academic administrator, their primary responsibility is to carry out their own teaching, guidance, and tutoring with students and not assist faculty with their teaching. Teaching assignments must be in or closely aligned with the TI’s field of study.

Housing Associate (HA)

Housing Associates are live-in staff members for the Office of Residence Life who assist in the daily operation of an undergraduate residence hall. Specific duties include but are not limited to: the hiring, supervising, advising, training, and evaluating of Resident Advisor (RA) staff. They also co-supervise the Student Desk Manager. Housing Associates are generally responsible for developing a well-rounded community within the residence facility, focused on academic success, safety and security, inclusivity, personal growth, and engagement. Within this position, they counsel students and respond to crisis situations that may occur in the residence hall; conduct meetings with students who have violated the Code of Student Conduct; and assign sanction or refer to the university-level conduct system. This position description is limited to students in the College Student Personnel program.