

## Graduate Assistant (Research Assistant II) Position

**Hiring Unit/Office:** EDHD – School of Teaching & Learning

**Hours to work:** 20

**Stipend rate:** Dependent on program rate

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):
  - STL –AYA/MEC/Reading/World Language/Workforce/Class. Technology
  - IEC
  - EDFI
2. Qualifications/preferred skills
  - Knowledge of Computer workings (PC/MAC)
  - Typing Skills (Microsoft word/Excel Platforms)
  - Knowledge of educational practices (field experience)
  - Excellent verbal and written communication skills
3. Position Description (primary and secondary responsibilities)

This RAI position is one where the student's primary responsibilities will be working for the EDHD - School of Teaching and Learning (STL), yet be working under the direction of our Ben Martin in our field office. Due to responsibility shifts from the STL program to the field office, there is a need that all programs in the EDHD college (STL included) must provide a specific number of GA hours to help the staff of the field office with work load responsibilities.

Though this individual will work in the field office with Ben Martin, he or she will be ultimately responsible and accountable to Dr. Mark Seals, Director of the School of Teaching and Learning.

### 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 to this positions, provide the following:
  - Personal Information (Full Name, Social Security, Email, Telephone, Present address, Applied to which Graduate Program).
  - Goal statement (2-3 pages, double-spaced, one inch margins) - What are your future goals and how will a graduate degree from BGSU and the School of Teaching and Learning help you meet those goals.
  - Current Resume.
  - Reference Information –List three names and contact information.
2. Send GA application materials to:

Dr. Mark Seals  
Director: School of Teaching and Learning  
Bowling Green State University  
Bowling Green, OH 43403  
Office: 529 Education Building  
Phone: 419-372-7622  
Fax: 419-372-9486  
Email: mseals@bgsu.edu
3. GA position application due date: July 1<sup>st</sup>, Summer 2017