

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Intercollegiate Athletics – Student Athlete Services – Tutor Coordinator

Hours to work: 10

Stipend rate: \$4500

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- Human Movement, Sport, and Leisure Studies

2. Qualifications/preferred skills

- Excellent communication skills, both oral and written
- Organizational skills with the ability to multi-task
- Experience working and communicating with diverse groups of people
- Computer skills – knowledge of Excel, Word; experience with PageMaker a plus
- Knowledge of NCAA rules and regulations
- Ability to act professionally and keep students' records confidential
- Ability to make decisions and handle conflicts
- Problem solving skills and creativity
- Supervision and management skills

3. Position Description (primary and secondary responsibilities)

- Meet weekly with freshmen or at-risk student-athletes to discuss classes, academic progress, strategies for success, and other questions/problems they face
- Keep record of student-athletes' progress and provide feedback to assigned academic team coordinator
- Maintain academic data spreadsheets on assigned sports
- Assist in preparing progress reports for coaches and sport administrators
- Assist in preparing Percent Degree Completion form updates sent to college advisors
- Serve as staff member on duty to monitor study tables on assigned days while enforcing rules to keep study tables a quiet and productive environment
- Assist in preparing progress reports for coaches and sport administrators
- Assist athletes in getting registered for classes each semester
- Serve as the Student-Athlete Tutor Coordinator
- Assemble staff of tutors covering a broad number of class subjects
- Conduct interviews and job orientation for the student-athlete tutor program
- Handle all communication between athletes, tutors and athletic advisors
- Coordinate the athlete and tutor matching for each class
- Review weekly timesheets and feedback forms from tutors
- Assist in hour recording for tutors

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, send the following materials: Résumé and cover letter.
2. Send GA application materials to: Dr. Vikki Krane and Chet Hesson.
3. GA position application due date: POSITION FILLED