

## Graduate Assistant (Research Assistant II) Position

**Hiring Unit/Office:** BG Perspective/Office of Undergraduate Education

**Hours to work:** 20

**Stipend rate:** Stipend is based on the determined rate for the candidate's academic program

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):  
Doctoral programs in the following teaching-related areas:
  - Higher Education Administration
  - Leadership Studies
  - Rhetoric and Writing (English)
  - Media and Communications
2. **Qualifications/preferred skills**
  - An interest in teaching and/or administration in higher education
  - Better-than-average writing skills, computer/technology skills, and research skills
  - Highly desirable: An interest in university-level outcomes assessment
3. **Position Description** (primary and secondary responsibilities)
  - Attend all BGP Committee meetings (3:00-4:30 pm on the first, third, and fifth Wednesdays of each month), take accurate meeting notes, and create minutes documents
  - Work directly with the BGP Director and the BGP Committee Chair to develop program reports and each committee meeting agenda
  - Compile, update, and maintain files for the BGP Program
  - Handle correspondence and create materials for the fall and spring BGP assessment workshops for BGSU faculty
  - Research each year's common reading selection and use the findings to create a substantial LibGuide for faculty and students
  - Research pedagogical materials to routinely update a manual for the residential faculty mentor program
  - Update relevant information and post it to the BGP website, BGP Sharepoint site, and residential faculty mentor program Sharepoint site
  - Assist the BGP Director with the administration of the program's submission and review of BGP course proposals
  - Provide support throughout the assessment, data collection and data sharing phases of the BGP outcomes assessment procedures each term
  - Handle additional duties as appropriate

### 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:
  - Cover letter (making note of your graduate program and summarizing how you anticipate the assistantship will provide you with practical experience related to your intended academic program and professional experience)
  - Resume, including previous education and work experience
  - Names and contact information of at least two professional/educational references
2. Send GA application materials to: Dr. Donna Nelson-Beene, Director, BG Perspective/Provost Office Associate, [dnelson@bgsu.edu](mailto:dnelson@bgsu.edu)
3. GA position application due date: May 12, 2017