

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office EDHD Dean's Office – Director of Assessment and Accreditation

Hours to work: (1 – 20)

Stipend rate: Dependent on program rate

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

- Open to master's or doctoral students from programs where the students have studied and applied quantitative analysis and data management as research tools.

2. Qualifications/preferred skills

- Proficient in or at least have worked with MS Excel
- Data management skills preferred
- Detail oriented
- Excellent writing and communication skills
- Excellent organizational and problem solving skills
- Strong research skills
- Adaptable to a dynamic environment

3. Position Description (primary and secondary responsibilities)

- Prepare data files for analysis, including standardization, enhancement and identifying and fixing errors.
- Prepare data files for distribution to various college representatives.
- Create job aids for data and assessment projects.
- Summarize data, such as outliers and trends.

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: Resume and cover letter
2. Send GA application materials to: Melissa Cardenas mcarden@bgsu.edu
3. GA position application due date: We will start reviewing applications on March 1st.