

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of Sponsored Programs & Research

Hours to work: 10-20 hours/week

Stipend rate: Based on student program

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

- **MSA**
- **ASOR**
- **Related data-heavy program**

2. Qualifications/preferred skills

- **Strong computer skills, including the ability to work effectively with Microsoft Office products including Excel and Word**
- **Familiarity with general database and query functions and concepts**
- **Critical thinking skills with the ability to problem solve in addressing challenges**

3. Position Description (primary and secondary responsibilities)

See below.

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 and resume/CV.....
2. Send GA application materials to:kcurlis@bgsu.edu
3. GA position application due date:8/31/2017

Graduate Assistant Position – Office of Sponsored Programs & Research (OSPR)

Contact Kris Curlis at kcurlis@bgsu.edu

Position Summary:

The primary responsibility of this graduate administrative assistant position will be to provide assistance to the OSPR staff. With the abundance of activities taking place OSPR, various opportunities to support the unit will be available, including:

- handling and processing of grant proposal and award documents;
- organizing and updating data in specified database systems;
- assisting with documenting the office's business processes;
- assisting with the office's web page;
- assisting in planning, implementation, and evaluation of office's grant development educational modules for faculty;
- other related duties as assigned.

Knowledge, Skills, and Abilities

- Excellent communication skills, both oral and written
- Organizational skills with the ability to multi-task
- Strong computer skills, including the ability to work effectively with Microsoft Office products including Excel and Word
- Familiarity with general database and query functions and concepts
- Ability to maintain and update SPAR websites and email communication
- Ability to act professionally and keep records confidential
- Critical thinking skills with the ability to problem solve in addressing challenges

Minimum Qualifications

Bachelor's degree required with acceptance and enrollment in a full-time Master's or Doctoral program at BGSU. A strong academic background with the ability to work with database software and help others is necessary. Experience working with administrative staff and diverse groups of people preferred.

Time Commitment

20 hours per week are available and may be filled with a single graduate assistant (20 hours) or two (10 hours each). Days and times may vary. The graduate assistantship contract covers the academic year (August-May) and may be renewable for a second year.