

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of Student Retention-College Life Coaching

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): [Click here to enter text.](#)

Term<sup>2</sup>:  Academic Year  Fall  Spring  Winter Session  Summer

Number of vacancies for this position: [Click here to enter text.](#)

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

- Master's degree preferred (i.e. enrolled in current doctoral or 2<sup>nd</sup> master's degree program)

**2. Qualifications/preferred skills**

- Academic coaching/life coaching
- Excellent interpersonal communication skills
- Proficiency with presentation software preferred
- Excellent oral and presentation skills
- Flexible work hours that include occasional evenings and weekends

**3. Position Description** (primary and secondary responsibilities)

- Provide intensive, ongoing and focused academic and life coaching to first year commuter students
- Plan/lead SOAR session for commuters and Opening Weekend programming and festivities
- Plan a series of timely and focused student success sessions; i.e., how to register, academic advising, scholarships, on campus employment, internships and coops, understanding your bill

### 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: Cyndie Roberts [crobert@bgsu.edu](mailto:crobert@bgsu.edu)
3. GA position application due date: 4/10/2018

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<sup>2</sup> An academic year contract includes both fall semester and spring session. It does not include winter session. A student who is needed during winter session will require a separate contract.