

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Learning Commons

Hours to work: 20

Stipend rate: Determined by degree program

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

- American Culture Studies
- Business Administration
- College Student Personnel
- Criminal Justice
- Cross-Cultural and International Education
- Curriculum & Teaching
- Educational Administration & Supervision
- Interdisciplinary Studies
- Media & Communication
- Organization Development
- Philosophy
- School Counseling
- Social Work
- Sociology
- Workforce Education and Development
- Higher Education Administration (PhD)
- Interdisciplinary Studies (PhD)
- Leadership Studies (PhD)
- Media & Communication (PhD)
- Philosophy (PhD)
- Psychology (PhD)
- Sociology (PhD)

**2. Qualifications/preferred skills**

- Good interpersonal skills
- Leadership and supervisory experience preferred
- Prior experience as a Supplemental Instruction Leader preferred

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

The duties of the Supplemental Instruction (SI) Graduate Assistant includes, but is not limited to, the following:

- Supervision of the SI program
- Collection and reporting of data associated with the SI program
- Other duties as assigned

The GA will gain experience working within a management structure, supervision of a University program, developing and conducting internal research, and quality control.

**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: transcripts from Undergraduate and, if applicable, Graduate University; at least one (1) letter of reference; résumé or curriculum vitae
2. Send GA application materials to:

The Learning Commons, c/o Jeremy Joseph  
140 Jerome Library  
Bowling Green State University  
Bowling Green, OH 43403

-OR-

email all materials to [tlc@bgsu.edu](mailto:tlc@bgsu.edu), Subject:  
Graduate Assistant Application (Analyst)

3. **GA position application due date:** Ongoing until filled. Review of applications will begin on March 27.