

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Learning Commons – Tutor Coordinator Assistant

Hours to work: 20 per week and daily hours to be determined upon hire

Stipend rate: Determined by degree program

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

Master's Degree Programs

- Accounting
- American Culture Studies
- Business Administration
- College Student Personnel
- Curriculum & Teaching
- Media & Communication
- Educational Administration & Supervision
- Organization Development
- Special Education
- Teacher Education
- Workforce Education and Development

2. Qualifications/preferred skills

- Organized
- Detail Oriented
- Knowledge of Microsoft Office Suite
- Knowledge of Web tools (Google Docs)
- Good Communication Skills

3. Position Description (primary and secondary responsibilities)

The Subject Tutor Graduate Student position will assist the Tutor Coordinator in a variety of duties. They include the following:

- Assist with the subject tutor interview process
- Explain policies and procedures of The Learning Commons to new tutors
- Assist with the management of the subject tutors
- Assist with our tutor training program, by organizing training schedules, leading training sessions, and tracking tutor requirements for tutor certification. The Learning Commons is a certified Tutoring Center through the College Reading and Learning Association International Tutor Training Program Certification (ITTCP).
- Promote The Learning Commons tutoring service to various departments on campus and to the student population
- Track tutee attendance
- Assist with tutor evaluations
- Organize our annual Tutor Job Fair spring semester which entails coordinating volunteers and marketing
- Assist students with study strategies and/or content tutoring
- Engage in professional correspondence
- Other duties as assigned

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.

To apply to this positions, send the following materials: Resume, letter of recommendation and transcript

Send GA application materials to Donna Dick:

Email – ddick@bgsu.edu or

US Postal mail - The Learning Commons, 140 Jerome Library, Bowling Green, OH 43403

GA position application due date: on going