

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):

- Accounting
- Analytics
- Applied Statistics & Operations Research
- Business Administration
- College Student Personnel
- Educational Administration & Supervision
- Financial Economics
- Interdisciplinary Studies
- Mathematics & Statistics
- Physics & Astronomy
- Learning Design
- Organizational Development
- Computer Science
- Chemistry
- Curriculum & Teaching
- Public Administration
- School Counseling
- Higher Education Administration (PhD)
- Mathematics (PhD)
- Statistics (PhD)

2. Qualifications/preferred skills

- Must have an adequate academic background in Mathematics and/or Statistics
- Prior tutoring experience preferred
- Prior management experience preferred

3. Position Description (primary and secondary responsibilities)

The duties of the Mathematics & Statistics Tutoring Graduate Assistant is as follows:

- Tutoring
- Aid in the training of undergraduate and graduate Mathematics & Statistics tutors
- Assist with the supervision of the tutoring team
- Meet individually with struggling students
- Assist in the hiring process for tutors
- Maintain regular contact with faculty of cooperating departments
- Schedule events
- Develop seminars
- Create tutor aids and online content
- Case management
- Other duties as assigned

Applicants should have an adequate academic background in Mathematics and/or Statistics. Programs that focus on Mathematics, Statistics, management or administration, or Education will gain valuable experience that will transcend to their eventual profession. The GA will gain experience working within a management structure, assisting others, training, supervising, interviewing, engaging in professional correspondence, event planning, and design of instructional material.

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,
Subject: Graduate Assistant Application (Math)

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