

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Office of Field Experiences – University Mentor

Term: Summer 2017

Hours to work: (10)

Stipend rate: Dependent on program rate

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

- **School/Mental Health Counseling**

2. Qualifications/preferred skills

- **Microsoft Office Suite**
- **Attention to detail**
- **Strong written/oral communication skills**

3. Position Description (primary and secondary responsibilities)

This position will help create, categorize, and consolidate office policy and procedures; coordinate University Mentor interview and hiring processes; design University Mentor training.

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, resume
2. Send GA application materials to: Ben Martin (benmart@bgsu.edu)
3. GA position application due date: 5/1/17