

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Office of Institutional Research

Hours to work: 20 per week

Stipend rate: same as the rate that the department provided for their own RA

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

- Computer Science
- Media & Communication
- Analytics
- Information Technology related programs

**2. Qualifications/preferred skills**

- Competent in the use of Tableau, Adobe, html, Excel, SQL; experience with Java Script, PHP,CSS, Word Press preferred
- Committed to providing high quality and accurate results;
- Effective communication skills;
- Able to work independently or as a member of a team to effectively complete projects assigned.

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

- Primary: Create/edit/maintain webpages for the office; Design, develop, test, and execute various data queries as assigned.
- Secondary : 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.

1. To apply to this positions, send the following materials: resume, two names for reference
2. Send GA application materials to: Jie Wu ([wujie@bgsu.edu](mailto:wujie@bgsu.edu)), Office of Institutional Research
3. GA position application due date: April 1, 2017