

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Office of Institutional Research

Hours to work: 10 hours per week, Summer 2017 only

Stipend rate: Dependent on program rate

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

- Master degree-seeking student in ASOR, Computer Sciences (CS), or Information Technology (IT) related area

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), Office of Institutional Research
3. GA position application due date: April 1, 2017