

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Pre-College Programs

Hours to work: Variable/arranged; 15-20/week

Stipend rate: Stipend is based on the determined rate for the candidate's academic program

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

- Mental Health/School Counseling
- Higher Education
- Leadership Studies
- Psychology (I/O)

2. Qualifications/preferred skills

- Master's degree preferred (i.e. enrolled in current doctoral or 2nd master's degree program)
- Basic knowledge of statistics and data analysis
- Proficiency in SPSS (or similar product) and Excel preferred
- Proficiency with presentation software preferred
- Excellent oral and presentation skills
- Flexible work hours that include occasional evenings and weekends

3. Position Description (primary and secondary responsibilities)

- Assessment, Evaluation and Research
- Evaluate quantitative and qualitative data collected from annual spring survey data that was collected from various constituent groups and related to program satisfaction and effectiveness
- Collect and evaluate grade data from summer, fall, and spring semesters as it relates to performance summaries of College Credit Plus students taking courses on-campus, on-line, or at multiple partner high school sites
- Evaluate data collected from National Clearinghouse that provides the institution with a summary of where CCP students matriculated as undergraduates
- Design, distribute, and administer Qualtrics survey instruments for students, school counselors, high school teachers, and BGSU faculty annually in spring to evaluate CCP program goals and effectiveness.
- Assist with conducting CCP Dual Enrollment orientation sessions at local high schools and develop follow-up survey to determine program effectiveness
- Conduct CCP information night meetings at local high school sites and assist with advising as needed
- Take official meeting minutes at weekly/monthly CCP meetings and distribute accordingly

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 position, send the following materials to David Janik (djanik@bgsu.edu):

- Cover Letter*
- Resume, including all previous education and work experience
- Names and contact information for at least 2 professional/educational references

**In the cover letter, the applicant should make note of their graduate program and summarize how they anticipate this assistantship will provide them with practical experience related to their intended academic program and professional experience.*

- 2. GA position application due date:** Applications submitted by March 1 will be given preferential consideration. Application materials will be accepted until the position is filled for the subsequent academic year.