

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: BG Perspective, General Education / Vice Provost for Academic Affairs

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Dependent on student's program rate

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

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

- Doctoral Programs in the following areas:
 - Higher Education Administration
 - Leadership Studies
 - Rhetoric and Writing (English)
 - Media and Communication

2. Qualifications/preferred skills

- An interest in teaching and/or administration in higher education
- Better-than-average writing skills, computer/technology skills, and research skills
- Highly desirable: An interest in university-level outcomes assessment
- Strong organizational skills

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

This RAll position is designed to provide support to the Director of the BG Perspective General Education Program, who also has significant responsibility for additional undergraduate initiatives. Doctoral students who are planning to teach or serve as administrators will have an opportunity to apply classroom knowledge, pedagogy, and curriculum as they work to help develop and support BGSU's general education program (BGP), common reading experience program, and additional undergraduate initiatives. The GA who serves in this position will work with the BGP Director and BGP Chair to plan meetings and workshops; will hold responsibility for compiling, updating, and maintaining the BGP Program's extensive records and files; and will prepare BGP materials for archiving. As well, this GA will do extensive research on the year's selected common reading for first year students and subsequently create a detailed LibGuide of instructional materials to support the teaching of the book. The GA will support the residential faculty mentor program by routinely researching pedagogical materials and updating the electronic resource manual and program documents.

- Attend all BGP Committee Meetings (3:00-4:30PM on the first, third, and fifth Wednesdays of each month) take meeting notes, create meeting minutes document
- Work directly with the BGP Director and the BGP Committee Chair to develop assessment workshops for BGSU faculty
- Compile, update, and maintain files for the BGP Program
- Handle correspondence and create materials for the fall and spring BGP assessment workshops for BGSU faculty
- Research each year's Common Read selection and use the findings to create a substantial LibGuide for faculty and student's

- Assist the BGP Director with the administration of the program's submission and review of BGP course proposals
- Provide support throughout the assessment, data collection, and data sharing phases of the BGP outcomes assessment procedures each term
- Handle additional duties as appropriate

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 – making note of previous education and work experience
- Cover letter – making note of your graduate program and summarizing how you anticipate the assistantship will provide you with practical experience related to your intended academic program and professional experience.
- Names and contact information of at least two professional/educational references

2. Send GA application materials to: Dr. Donna Nelson-Beene, dnelson@bgsu.edu

3. GA position application due date: Until position is filled