GRADUATE ASSISTANT POSITION

Hiring Unit/Office: College of Arts and Sciences-Undergraduate Advising

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 20

Stipend rate: Varies by department

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.):
   - Any related master’s program

2. Qualifications/preferred skills
   - Knowledge/experience or willing to learn about undergraduate academic advising and retention for diverse student body including at risk students, first generation students, etc.
   - Knowledge/experience of Microsoft Office Suite required, Social Media (Instagram, Twitter, Facebook, Snapchat) required, design and creative tools for video/photo creation and editing (Photoshop, Illustrator, InDesign, and Dreamweaver) preferred
   - Well organized, strong work ethic, detail oriented, responsible, and strong written and oral communication skills required
   - Ability to work well both independently and in team setting required
   - Willingness to attempt unfamiliar tasks, learn on own, and ask question for clarity
   - Previous mentoring, teaching, or tutoring experience preferred, but not required

3. Position Description (primary and secondary responsibilities)
   - Advising activities: Individual and group advising of A&S students; Integration of career planning with academic major and graduation planning; completion of mandatory advising appointments in conjunction with Director of Advising or supervisor by learning and using the Degree Audit Reporting System (DARS); coordinate advising site (Sharepoint) in conjunction with Director of Advising or supervisor, and other duties as assigned
   - Retention activities: Compile and review data and reports to identify at risk and probation students; academic advising with at risk and probation students; correspond with at risk students; potential to co-teach/team teach a one credit hour course (AS1020) to assist at risk students
   - Recruitment activities: Attend and participate in admissions recruiting events; collaborate with A&S Marketing & Communication staff; assist with web development, creation of original content for and to maintain social media for A&S Advising Staff

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: Letter of application which highlights applicants commitment to diversity and inclusion and philosophy of academic advising, resume, and two references (name and contact information only—recommendation letter not required)

2. Send GA application materials to: Rachel Flick, Academic Advisor, College of Arts and Sciences – rlpunch@bgsu.edu

3. GA position application due date: Open until filled