

GRADUATE ASSISTANT POSITION

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

Type of Graduate Assistant Position: RAll

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