GRADUATE ASSISTANT POSITION

Hiring Unit/Office: College Credit Plus

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 20

Stipend rate: Dependent on program

Term: ☐ Summer ☒ Academic Year ☐ Fall ☐ Winter Session ☐ Spring Session

Number of vacancies for this position: 1

1. Eligible Program Applicants
   • Mental Health/School Counseling
   • Higher Education (CSP)
   • Leadership Studies
   • Psychology (I/O)

2. Qualifications/preferred skills
   • Proficiency with presentation software and Microsoft Office required
   • Excellent oral and presentation skills
   • Flexible work hours that **MUST** include occasional evenings and weekends
   • Basic knowledge of statistics and data analysis

3. Position Description (primary and secondary responsibilities)
   This position requires a working knowledge and strong interest in school counseling or higher education as it relates to understanding the importance of mental health/emotional support and advising at the secondary high school and college level. The College Credit Plus (CCP) program is a state-funded initiative that enables 7th-12th grade students to take college coursework geared toward adult-learners to satisfy high school requirements while working toward their college academic goals as the same time. This position may be responsible for, or participate in, the following areas:
   • Ongoing examination of student performance
   • Apply classroom knowledge and course curriculum to work on improving student success and retention through various assessment activities, data forecasting initiatives, report writing, and presentations.
   • Assist with conducting CCP Dual Enrollment orientation sessions and class visits to BGSU at local high schools and develop follow-up survey to determine program effectiveness
   • Attend 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
   • Assist with Dual Enrollment Course Roster Maintenance
   • Assist with advising students (depending on if the GA is 1st or 2nd year student)
   • Assist with coordinating, proctoring, and administering Accuplacer testing

Along with other graduate students and a team of administrative staff, RAIIIs will be involved in designing and distributing assessment and survey instruments related to the effectiveness of BGSU’s Pre-College programs as it relates to key stakeholders (students, school counselors, high school teachers, and BGSU faculty).

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: resume and cover letter

2. **Send GA application materials to**: Holly Cipriani, Assistant Director of Pre-College Programs, hollykc@bgsu.edu

3. **GA position application due date**: 03/29/2019