

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** College Credit Plus

**Type of Graduate Assistant Position:** RAI

**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 7<sup>th</sup>-12<sup>th</sup> 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 1<sup>st</sup> or 2<sup>nd</sup> year student)
- Assist with coordinating, proctoring, and administering Accuplacer testing

Along with other graduate students and a team of administrative staff, RAIs 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 positions, 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](mailto:hollykc@bgsu.edu)
3. **GA position application due date:** 03/29/2019