

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Center for Undergraduate Research and Scholarship

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 10

Stipend rate: Dependent on program rate

Term: Summer Academic Year Fall Winter Session* Spring Session

*Winter Session would be negotiable

Number of vacancies for this position: 1

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

- College Student Personnel
- Teaching in Sciences
- Public Administration
- Leadership Studies
- Psychology (I/O)
- Mental Health/School Counseling
- Tourism, Leisure, & Event Planning

2. Qualifications/preferred skills

- Organizational/administrative skills and strong interpersonal communication skills; preferably with experience of working in an office/academic/non-profit environment
- Project and event planning experience
- Adobe Acrobat and Microsoft Office experience preferred
- Ability to work independently as well as collaboratively

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

A student in this position will help manage the review and awarding process for projects related to undergraduate research, scholarship, creative projects, and public policy. The student will also assist with the organization and management of conference events and budgets as well as make decisions about the best tools to extract, store, analyze, and display data to various constituents at the University.

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:** Cover letter highlighting experiences related to this position, resume, and two references (name, title, phone numbers and email addresses)
2. **Send GA application materials to:** Amy Nofzinger (anofzin@bgsu.edu) and Dr. Cordula Mora (cmora@bgsu.edu)
3. **GA position application due date:** Applications will be accepted immediately and this position is available August 26, 2019. Application materials will be accepted until the position is filled.