

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Clark Inclusive Scholars-Firelands Campus

Type of Graduate Assistant Position: RAI

Hours to work (per vacancy): 20

Stipend rate: \$10,000

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.*):

- College Student Personnel (CSP)
- Special Education

2. Qualifications/preferred skills

- Effective communication skills
- Experience/interest in working with students with disabilities
- Strong organizational skills and detail-oriented
- Microsoft Office experience preferred

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

Trained and supervised by the Clark Inclusive Scholars program director, the GA will assist the program director in coordinating services and supports for Clark Scholars. Specifically, the GA will:

1. Assist with program recruitment and admissions.
2. Facilitate the implementation of person-centered plans and assist students to develop and maintain weekly schedules.
3. Assist with recruitment, training, and supervision of work-study students and peer partners.
4. Provide project director with teaching assistance for courses and program seminars.
5. Provide Clark Scholars with individualized instruction in independent living and career development skills and offer strategies for understanding class materials, studying, organization, and time management.
6. Provide day-to-day technical assistance to university faculty and staff and community partners who interact with Clark Scholars.
7. Assist with the coordination of internship and employment sites, including the provision of onsite job support to Clark Scholars and worksite personnel.
8. Assist with research and program evaluation activities.

Perform other program-related duties as assigned.

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: Kate Dailey, Ph.D.** Associate Dean, BGSU Firelands 419-372-0664 kdailey@bgsu.edu
3. **GA position application due date:** Position open until filled.