

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** The Collab Lab, University Libraries

**Type of Graduate Assistant Position:** RAll

**Hours to work (per vacancy):** 20

**Stipend rate:** Dependent on program rate

**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.*)

- Students from doctoral programs in English, Media & Communication, American Culture Studies, History or other Humanities preferred.
- Students in other doctoral programs or master's programs required to submit a thesis to OhioLINK may be considered.

**2. Qualifications/preferred skills**

- Adobe Acrobat Professional and Microsoft Word
- Experience with APA, MLA or Chicago Style

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

The University Libraries (UL) Graduate Assistant (Research Assistant II) position assists students with the OhioLINK Electronic Theses and Dissertations (ETD) submission process. This position works in the UL Collab Lab located in Room 122 of the Wm. T. Jerome Library. Other duties include assistance with the daily operations of the Collab Lab as needed.

The primary duties and responsibilities include:

- Assists graduate students with formatting their final manuscripts into a PDF document that meets the requirements of the Graduate College.
- Assists graduate students with interpreting instructions during the ETD submission process.
- Conducts the final review of submitted manuscripts.
- Assists with the development and delivery of regular training sessions about manuscript formatting and the OhioLINK ETD submission process.
- Assists the Graduate College with revisions to the web page content related to manuscript formatting and the OhioLINK ETD process.
- Participates in the daily operations of the Collab Lab as needed.

**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:** An example of your writing (a paper you have written), your resume, and 3 references
2. **Send GA application materials to:** Kim Fleshman, Coordinator, The Collab Lab at [kflesh@bgsu.edu](mailto:kflesh@bgsu.edu)
3. **GA position application due date:** April 15, 2019