GRADUATE ASSISTANT POSITION

Hiring Unit/Office: College of Education and Human Development Dean’s Office

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 20

Stipend rate: $10,000 AY Master’s Student

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.):
   - Mental Health/School Counseling
   - Curriculum and Instruction
   - Special Education

2. Qualifications/preferred skills
   - Knowledge/Experience or willing to learn about undergraduate curriculum
   - Experience or willing to learn about working with at-risk students
   - Good written and oral communication skills
   - Detail oriented
   - Well organized

3. Position Description (primary and secondary responsibilities)
   - Participate in Recruitment and Retention Meetings. Take minutes and help with coordinating the meeting.
   - Coordinate meetings with Committee Chair, develop promotion materials, and coordinate events.
   - Serve as student representative on Retention and Recruitment Committee
   - Work with Committee on Retention and Recruitment efforts.
   - Work with Program Council Chair on undergraduate curriculum. Assist with taking minutes and coordinating agenda.
   - Generate College wise reports as requested
   - Assist Associate Dean in scholarly pursuits
   - 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 explaining why you are interested in this position.

2. Send GA application materials to: Dr. Mary Murray

3. GA position application due date: Open until filled.