

GRADUATE ASSISTANT POSITION

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

Type of Graduate Assistant Position: RAll

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.