

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Enrollment Management – Graduate Admissions

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.*):

- Data Science
- Analytics
- Computer Science
- Applied Statistics

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Excel
- Computer programming experience
- Ability to manage small computer programming projects and see them through to completion
- Well-organized and detail-oriented
- Responsible and dependable
- Independent, self-starter

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

Assist with computer programming, system configuration, and testing for Graduate Admissions system. Assist the Manager of Graduate Enrollment Operations with programming related projects and weekly tasks in the Slate application system. Assist Graduate Admissions staff 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:** Letter of application, resume, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** Dr. Angela McCutcheon, angelmm@bgsu.edu
3. **GA position application due date:** Open until filled