

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College

Type of Graduate Assistant Position: RAll (Assistant for the Graduate Dean who will be serving as the Chancellor's Council for Graduate Studies [CCGS] Chair during the 2019-2020 academic year)

Hours to work (*per vacancy*): 20

Stipend rate: Varies by department

Term: Academic Year Fall Winter Session Spring Session Summer

Number of vacancies for this position: 1

1. Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.):

- Higher Education Administration
- College Student Personnel
- Public Administration
- Organization Development & Change
- Media & Communication
- Leadership Studies

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Word, Excel, and PowerPoint and familiar with OneDrive and SharePoint
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter
- Clerical experience preferred

3. Position Description (primary and secondary responsibilities)

This GA position is needed to assist the Graduate Dean as she serves as Chair of the Chancellor's Council of Graduate Schools (CCGS) for the 2019-2020 academic year. The person serving in this role will learn a great deal about higher education at the state level. This Graduate Assistant will apply the knowledge learned from their program (one listed above) to assist the Dean in the organization of CCGS for the state of Ohio. This position's primary responsibilities could include, but are not limited to:

- Communicating with Graduate Deans across the state of Ohio
- Communicating with Ohio Department of Education staff
- Tracking CCGS curriculum proposals from other Ohio institutions
- Tracking and editing BGSU curriculum development
- Assisting with CCGS process for policy modifications
- Organizing meetings
- Helping create meeting agendas
- Taking meeting minutes/notes

Preferable start date: Summer 2019, or Fall 2019 if 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, résumé, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** Stephanie Boman at sboman@bgsu.edu
3. **GA position application due date:** Accepting applications until position filled.