

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College

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
- Responsible and assertive
- Well-organized and detail-oriented
- Independent, self-starter
- Experience working in data analytics
- Experience using data visualization tools (e.g., Tableau) to analyze and present data
- Programming experience

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

Analyze various types of data (enrollment, progress-to-degree, budget, etc.) to develop predictive models and create reports and data visualizations, providing insight into complex processes. Assist the Manager of Graduate Enrollment Operations with programming related projects and weekly tasks in the Slate application system. Assist Graduate College 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:** Stephanie Boman, sboman@bgsu.edu
3. **GA position application due date:** Open until filled