

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** The Learning Commons

**Type of Graduate Assistant Position:** RAI

**Hours to work (per vacancy):** 20

**Stipend rate:** Varies by Department

**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.*):

- American Culture Studies PhD
- American Culture Studies MA
- English (Rhetoric & Writing)
- English MA
- Interdisciplinary Studies
- Leadership Studies
- Media & Communication
- Philosophy (Applied)
- Art History
- Creative Writing
- Cross-Cultural and International Education
- Curriculum & Teaching
- Ed Adm & Supervision
- History
- Interdisciplinary Studies
- Learning Design
- Media & Communication
- Philosophy
- Political Science
- Popular Culture
- Psychology
- Reading
- Social Work
- Teacher Education (AYA & World Languages)
- College Student Personnel

**2. Qualifications/preferred skills**

- Great writer
- Empathetic listener
- Sympathetic Reader
- Abundant desire to help
- Open-minded
- Critical thinker
- Self-reflexive
- Curious
- Writing Center experience helpful but not required

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

**Writing Graduate Assistantship description:** The preferred candidate would be a great writer, a fantastic listener, and possess a desire to help. The candidate would have some writing center experience that will allow for the assumption of a leadership role in the ongoing training of writing consultants and the development of training curriculum. The primary job responsibility is coaching writers (developing the writer's skills and enhance the writer's writing process). The job also includes taking on projects (curriculum design and revision, a mentor in the training program, etc.). The ideal candidate would also be capable of leading a variety of assessment and outreach initiatives, as well as planning and delivering in-service training sessions. We will provide extensive training in writing center pedagogy and tutor training and administration.

**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 / CV / Work history
- Unofficial Transcripts
- Two writing samples

2. **Send GA application materials to:**

J. Clevenger

The Learning Commons

140 Jerome Library

Bowling Green, OH 43403

OR

[jclevenger@bgsu.edu](mailto:jclevenger@bgsu.edu)

3. **GA position application due date:** None