

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Nontraditional & Military Student Services

Type of Graduate Assistant Position: RAI

Hours to work (per vacancy): 20

Stipend rate: \$10,000 for Master's students and \$14,000 for Doctoral Students for 2019-2020 Academic Year. Contract renewal is possible depending on position outcomes and future funding availability.

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*):

- Education
- Higher Education
- Other service-oriented programs

2. Qualifications/preferred skills

- Desire to work with diverse undergraduate student population and provide support for retention
- Excellent interpersonal, verbal and written communication skills
- Familiarity with assessment and evaluation preferred
- Ability to work independently as well as collaboratively
- Knowledge of military culture and lifestyle is preferred but not necessary

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

Support the academic success of our BGSU military population through programs and services. Design and establish peer tutoring program. Create peer tutor training process. Recruit and hire peer tutors. Provide workshops focused on student needs e.g. study skills, study tips, and career development. Coordinate laptop loan program

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 position, send the following materials:** Resume with Cover Letter.
2. **Send GA application materials to:** Gabe Dunbar, Program Coordinator - Nontraditional & Military Student Services – gdunbar@bgsu.edu.
3. **GA position application due date:** August 1st or until position is filled.