GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Office of Institutional Effectiveness

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 10-20 (based on student availability)

Stipend rate: Dependent on student’s 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.):
   - Master of Public Administration
   - Master of Arts in Psychology
   - Master of Arts in Sociology
   - Master of Science in Applied Statistics
   - Master of Science in Analytics
   - EdD Leadership Studies

2. Qualifications/preferred skills
   - Organizational skills
   - Task-completion oriented
   - Work well with a flexible work flow
   - Research experience
   - Microsoft Excel and/or Access

3. Position Description (primary and secondary responsibilities)
   Job tasks may include: coordination and implementation of various audit projects for institutional effectiveness; Assist with development of communication plans to Deans, A-Deans, Chairs and Directors, for example, Academic Performance Solutions (APS), program review, etc.; knowledge of statistical databases, designing communications, and researching projects; and any other tasks as assigned.

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 and cover letter

2. Send GA application materials to: Office of Institutional Effectiveness – bgibso@bgsu.edu

3. GA position application due date: October 15, 2019