

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Vice President for Research and Economic Engagement

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Dependent on department rate

Term: Academic Year Fall Winter Session Spring Session Summer

**** Searching for a student who would work this summer and wish to remain during the academic year.**

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.):

- Biology
- Psychology

2. Qualifications/preferred skills

- Project management skills: able to help set up and track active jobs through to completion.
- Organization skills with the ability to multi-task.
- Ability to communicate professionally with various constituencies across campus.
- Computer skills – workable knowledge of Microsoft Office and Excel.
- Ability to act professionally and keep records confidential.
- Critical and creative thinking abilities and problem solving skills.
- Academic training in biology and specifically research with animals.

3. Position Description (primary and secondary responsibilities)

The main purpose of this job is to assist with processing IACUC protocols and communicating with researchers about clarification of language in protocol submissions and revisions. Duties may include (but are not limited to) taking minutes at IACUC meetings, assisting with the updating of forms and policies, and inputting IACUC records into the IRBnet system including training dates, amendment requests, new protocol submissions, annual renewals, and closure forms.

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:** Cover Letter, Resume, Three references
2. **Send GA application materials to:** Monica Gerwin, Executive Assistant to the Vice President for Research and Economic Engagement (mgerwin@bgsu.edu)
3. **GA position application due date:** Until filled