

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** College of Arts and Sciences-Undergraduate Advising

**Type of Graduate Assistant Position:** RAll

**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.*):

- Any related master's program

**2. Qualifications/preferred skills**

- Knowledge and experience of Microsoft Office Suite required; in particular advanced level Excel skills required
- Well organized, strong work ethic, detail oriented, responsible, and strong written and oral communication skills required
- Ability to work well both independently and in team settings required
- Willingness to attempt unfamiliar tasks, learn on own, and ask questions for clarity required
- Ability to work on multiple projects and tasks simultaneously and meet deadlines required
- Knowledge/experience or willingness to learn about undergraduate academic advising and retention for diverse study bodies including at risk students, first generation students, etc. preferred
- Knowledge and experience of social media (Instagram, Twitter, Facebook, and Snapchat) preferred; design and creative tools for video/photo creation and editing (Photoshop, Illustrator, InDesign, and Dreamweaver) preferred
- Previous mentoring, teaching, or tutoring experience preferred, but not required

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

- Primary responsibilities
  - *Retention related duties* which include but are not limited to the following: compile and review data and reports to identify at risk and academic probation studies; correspond and outreach with at risk students; potential to co-teach/team teach a one credit hour course (AS 1020) to assist at risk students
- Secondary responsibilities
  - *Advising related duties* which may include, but are not limited to the following: observation and the potential to conduct individual advising of AS students in conjunction with the Director of Advising or direct supervisor by demonstrating advanced understanding of the Degree Audit Reporting system (DARS) and other advising technologies such as Navigate or Schedule Planner; coordination and creation of content in advising SharePoint site in collaboration with Director of Advising or direct supervisor; integration of career planning and Life by Design with academic major and graduation planning; and other duties as assigned
  - *Recruitment related activities* which may include, but are not limited to the following: attendance and participation in admissions recruitment events such as President's Day and Preview Days; collaboration with A&S Marketing and Communications staff; opportunity for creation of original content for and to maintain social media for A&S Advising Staff

**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 which highlights applicant's commitment to diversity and inclusion and philosophy of academic advising, resume, and two references (name and contact information only—recommendation letter not required)
2. **Send GA application materials to:** Rachel Flick, Academic Advisor, College of Arts and Sciences — [rlpunch@bgsu.edu](mailto:rlpunch@bgsu.edu)
3. **GA position application due date:** Open until filled