

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College (CCGS position)

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Dependent on 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.*):

- Higher Education Administration
- College Student Personnel
- Public Administration
- Organization Development & Change
- Media & Communication
- Leadership Studies

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Word, Excel, and PowerPoint and familiar with OneDrive and SharePoint
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter
- Clerical experience preferred

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

This GA position will assist the Graduate Dean in keeping track of curriculum and policies up for review by the Chancellor's Council of Graduate Schools (CCGS). The person serving in this role will learn a great deal about higher education at the state level. This position's primary responsibilities could include, but are not limited to:

- Communicating with Graduate Deans across the state of Ohio
- Communicating with Ohio Department of Education staff
- Tracking CCGS curriculum proposals from other Ohio institutions
- Tracking and editing BGSU curriculum development
- Assisting with CCGS process for policy modifications
- Benchmarking peer institutions
- Organizing data
- Organizing meetings
- Helping create meeting agendas
- Taking meeting minutes/notes
- Preparing the Graduate College Academic Agenda
- Assisting Graduate College staff as needed

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, résumé, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** Stephanie Boman at sboman@bgsu.edu
3. **GA position application due date:** Accepting applications until position filled.