

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Graduate College (Data position)

Type of Graduate Assistant Position: RAI

Hours to work (*per vacancy*): 10-20

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.*):

- Data Science
- Analytics
- Applied Statistics

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Excel
- Responsible and assertive
- Well-organized and detail-oriented
- Independent, self-starter
- Experience working in data analytics
- Experience using data visualization tools (e.g., Tableau) to analyze and present data

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

Analyze various types of data (enrollment, progress-to-degree, budget, etc.) to develop predictive models and create reports and data visualizations, providing insight into complex processes. Assist 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, resume, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** Stephanie Boman, sboman@bgsu.edu
3. **GA position application due date:** Open until filled