

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Learning Commons

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Per student's Graduate Program

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.*):

- Analytics
- Applied Statistics & Operations Research
- Data Science
- Mathematics & Statistics
- Data Science (PhD)
- Mathematics (PhD)
- Statistics (PhD)

2. Qualifications/preferred skills

- Must have an adequate academic background in Mathematics and/or Statistics
- Knowledge of Statistics packages and platforms (i.e. Minitab, SAS, SPSS, R Excel)
- Ability to analyze and interpret data using multiple methods

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

The duties of the Data Analysis Graduate Assistant include, but are not limited to, the following: Assist in the collection, analysis, and reporting of student traffic data within The Learning Commons; Compile density reports to assist with determining staffing levels for tutoring; Occasional tutoring; Develop and implement surveys; Compile and analyze survey results; Other duties as assigned. Applicants should have an adequate academic background in Mathematics and/or Statistics and be well versed in multiple Statistics software packages, platforms, and processes. Students enrolled in programs that focus on Mathematics or Statistics will gain valuable experience that will transcend to their eventual profession. The GA will gain experience working within a management structure, assisting others, data management, developing and conducting internal research, and quality control.

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:** transcript from Undergraduate and, if applicable, Graduate University; résumé or curriculum vitae; at least one letter of reference
2. **Send GA application materials to:** The Learning Commons, c/o Jeremy Joseph, 140 Jerome Library, Bowling Green State University, Bowling Green, OH 43403 – OR -- email all materials to tlc@bgsu.edu, Subject: Graduate Assistant Application (Analyst)
3. **GA position application due date:** Application review will begin on March 25.