

## 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.*):

- American Culture Studies
- Business Administration
- College Student Personnel
- Criminal Justice
- Cross-Cultural and International Education
- Curriculum & Teaching
- Educational Administration & Supervision
- Interdisciplinary Studies
- Learning Design
- Media & Communication
- Organization Development
- Philosophy
- Psychology
- Public Administration
- School Counseling
- Social Work
- Sociology
- Workforce Education and Development
- Higher Education Administration (PhD)
- Interdisciplinary Studies (PhD)
- Leadership Studies (PhD)
- Media & Communication (PhD)
- Philosophy (PhD)
- Psychology (PhD)
- Sociology (PhD)

**2. Qualifications/preferred skills**

- Good interpersonal skills
- Knowledge of current trends in academic and learning theory
- Leadership and supervisory experience preferred
- Prior experience as a Supplemental Instruction Leader preferred

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

The duties of the Supplemental Instruction (SI) Graduate Assistant include, but are not limited to, the following: Supervision and Coordinator of the SI program, Collection and reporting of data associated with the SI program, Other duties as assigned. The GA will gain experience working within a management structure, supervision of a University program, 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](mailto:tlc@bgsu.edu), Subject: Graduate Assistant Application (SI)
3. **GA position application due date:** Application review will begin on March 25.