**GRADUATE ASSISTANT POSITION**

**Hiring Unit/Office:** The Learning Commons

**Type of Graduate Assistant Position:** RAII

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

**Stipend rate:** Determined by 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.)*:
   - Accounting
   - American Culture Studies
   - Business Administration
   - Chemistry
   - College Student Personnel
   - Cross-Cultural and International Education
   - Curriculum & Teaching
   - Educational Administration & Supervision
   - Forensic Science
   - Higher Education Administration (PhD)
   - Interdisciplinary Studies
   - Leadership Studies (PhD)
   - Learning Design
   - Media & Communication
   - Organization Development
   - Philosophy
   - Psychology
   - Public Administration
   - School Counseling
   - Social Work
   - Sociology
   - Workforce Education and Development

2. **Qualifications/preferred skills**
   - Organized
   - Detail Oriented
   - Knowledge of Microsoft Office Suite
   - Knowledge of Web tools (Google Docs)
   - Good Communication Skills

3. **Position Description** *(primary and secondary responsibilities)*
   - Assist with the subject tutor interview process
   - Explain policies and procedures of The Learning Commons to new tutors
   - Assist with the management of the subject tutors
   - Assist with our tutor training program, by organizing training schedules, leading training sessions, and tracking tutor requirements for tutor certification. The Learning Commons is a certified Tutoring Center through the College Reading and Learning Association International Tutor Training Program Certification (ITTCP).
   - Promote The Learning Commons tutoring service to various departments on campus and to the student population
   - Track tutee attendance
   - Assist with tutor evaluations
   - Organize our annual Tutor Job Fair spring semester which entails coordinating volunteers and marketing
   - Assist students with study strategies and/or content tutoring
   - Engage in professional correspondence
   - Other duties as assigned
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 position**, send the following materials: Resume or curriculum vitae; at least one letter of reference; transcript from Undergraduate and if applicable, Graduate University

2. **Send GA application materials to**: The Learning Commons, 140 Jerome Library, Bowling Green, OH, 43403 or email all materials to tlc@bgsu.edu, Subject: Graduate Assistant Application (Tutor Coordinator Assistant)

3. **GA position application due date**: on going