

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: The Learning Commons

Type of Graduate Assistant Position: RAll

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 positions, 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