

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Office of Institutional Effectiveness

Type of Graduate Assistant Position: RAll

Hours to work (per vacancy): 20

Stipend rate: Dependent on student's 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.*):

- Master of Public Administration
- Master of Arts in Psychology
- Master of Arts in Sociology
- Master of Science in Applied Statistics
- Master of Science in Analytics

2. Qualifications/preferred skills

- Organizational and communication skills
- Task-completion oriented
- Work well with a flexible work flow
- Microsoft Excel and/or Access
- Research Experience

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

Job tasks may include: Assist with Higher Learning Commission (HLC) and specialized accreditation preparation and archiving of institutional documents; assist with various audit projects for institutional effectiveness; Assist with development of communication plans to Deans, A-Deans, Chairs and Directors, for example, Academic Performance Solutions (APS), program review, etc.; knowledge of statistical databases, and researching projects; and any other tasks as assigned. * Total hours can range from 10 – 20 hours per week based on student availability.

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 and cover letter
2. **Send GA application materials to:** Office of Institutional Effectiveness – bgibso@bgsu.edu
3. **GA position application due date:** September 30, 2020