GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Office of Institutional Effectiveness

Type of Graduate Assistant Position: RAII

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