GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Thompson Scholarship Programs

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 20

Stipend rate: $10,000

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.):
   • College Student Personnel
   • Public Administration
   • School Counseling
   • Workforce Education
   • Open to other programs with skills/experience supporting student success

2. Qualifications/preferred skills
   • Strong interpersonal, organizational, and communication skills
   • Prior experiences in leadership, civic engagement/service learning, programming, or advising
   • Ability to work independently and collaboratively

3. Position Description (primary and secondary responsibilities)

The Thompson Scholarship Programs Graduate Advisor (GA) is a half-time (20 hours per week) position. This GA is a valued team member in the evolution of our growing scholarship program and plays a vital role in supporting Thompson Family Scholars through advising and programming. This individual will advise a group of Thompson Family Scholars, meeting with students on a consistent basis in both individual and group settings, to help support students’ academic success as well as personal and professional growth and well-being. This team member will also coordinate programming, group service opportunities, and social interactions to build community and support student success and graduation.

Major Duties:
   • Advising/Coaching
     o Meet regularly with assigned group of scholars to provide support and guidance via one-on-one meetings, group sessions, and additional outreach
     o Track student completion of scholarship requirements and reach out to provide additional support as needed
     o Refer students to appropriate BGSU and non-BGSU support offices and/or organizations as needed to promote student success
     o Maintain records, files, notes, and reports on individual students using technology/data systems
   • Programming
     o Plan and implement programming including personal and professional development workshops, social events to build community, and organize and promote group service opportunities
     o Assess scholarship programming and help plan for future improvement and growth
Advise the TFS Student Leadership Team in their efforts to support and plan additional TFS programming while fostering an inclusive team environment that encourages involvement.

Contribute to planning and presentation of scholarship meetings, including the various orientation meetings and cohort meetings.

Assist in the coordination and implementation of the TFS Summer Link pre-orientation program including scheduling, developing workshops, recruiting and selecting Summer Link student leaders, and staffing the program.

Assist in the planning of an alternative break service trip in collaboration with TFS staff members, TFS Scholars, and the Center for Public Impact.

Other

- Attend one-on-ones with supervisor and team meetings
- Participate in department, division, and university wide committees as needed
- 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

2. **Send GA application materials to:** Kristin Payne: kapayne@bgsu.edu

3. **GA position application due date:** Until filled