

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Thompson Scholarship Programs

Type of Graduate Assistant Position: RAll

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
 - Meet regularly with assigned group of scholars to provide support and guidance via one-on-one meetings, group sessions, and additional outreach
 - Track student completion of scholarship requirements and reach out to provide additional support as needed
 - Refer students to appropriate BGSU and non-BGSU support offices and/or organizations as needed to promote student success
 - Maintain records, files, notes, and reports on individual students using technology/data systems
- Programming
 - Plan and implement programming including personal and professional development workshops, social events to build community, and organize and promote group service opportunities
 - 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