GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2024

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAI, TA, TI).

**GRADUATE ASSISTANT POSITION**

**Employing Office:** College of Arts and Sciences

**Type of Graduate Assistant Position (RAII, RAI, TI, TA):** RAI

**Hours to work (per vacancy):** 20

**Stipend rate (Note: Hiring units must pay the stipend rate associated with the student’s graduate degree program):** Click or tap here to enter text.

**Term:**
- ☐ Summer
- ☒ Academic Year
- ☐ Fall
- ☐ Spring Semester

**Number of vacancies for this position:** Choose an item.

1. **Eligible Program Applicants** (Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.):
   - Preference given to graduate students in the College of Arts and Sciences, but all eligible graduate students will be given consideration

2. **Qualifications/preferred skills**
   - Background in liberal arts preferred
   - Experience in academic recruitment, retention, and advising or related higher education areas
   - Interest in working with diverse populations of students
   - Critical thinkers who are eager to learn
   - Must be detail oriented and good communicators in both spoken and written formats
   - Proficient in Microsoft Office products particularly Excel, Outlook, Word, and PowerPoint
   - Previous college-level teaching preferred

3. **Position Description** (primary and secondary responsibilities)
   The student services intern position has an emphasis on advising and recruitment for the Bachelor of Liberal Studies degree, campus recruitment events, retention/teaching activities and assistance with building and maintaining the college student ambassador program.

   **Advising activities** Individual advising for Bachelor of Liberal Studies A&S students Communicate with prospective students for Bachelor of Liberal Studies Develop outreach strategies for the Bachelor of Liberal Studies completion program Answering general student policy/academic questions

   **Retention activities** Compile and review reports to identify at risk and probation students Correspond with at risk students Participate in college retention programs/activities for first-year and continuing students Teach a one credit hour course (AS 1020) for at risk students

   **Recruitment activities** Provide information about the BGSU community to prospective students and their families during Admission recruitment events Assist with developing and managing college student ambassador program

**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 for this position, send the following materials:** Cover letter, resume, diversity statement

2. **Send GA application materials to:** Rachel Punches, rlpunch@bgsu.edu

3. **GA position application due date:** July 7, 2023