

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2024

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

GRADUATE ASSISTANT POSITION

Employing Office: College of Arts and Sciences

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

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