

**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:** Center for Faculty Excellence

**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):** To be determined by applicant's graduate degree program

**Term:**  Summer  Academic Year  Fall  Spring Semester

**Number of vacancies for this position:** 1

**1. Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- Curriculum & Teaching
- Classroom Technology
- Instructional Design
- Leadership Studies
- College Student Personnel
- Public Administration
- Media & Communications
- Organizational Leadership

**2. Qualifications/preferred skills**

Candidates should possess some combination of the following skills:

Commitment to diversity, equity, and inclusion and willingness to apply knowledge of equitable and inclusive practices within a faculty development setting. Organizational skills and strong interpersonal communication skills, preferably with experience of working in an office/academic/non-profit environment; Experience utilizing social media for program outreach; Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats; Project and event planning experience; Professional communication (both writing and speaking) skills, and experience conducting presentations/training/teaching, and interacting with diverse audiences

**3. Position Description** (*primary and secondary responsibilities*)

The Center for Faculty Excellence is the University's lead resource for teaching and learning support for faculty, staff, and graduate students. The CFE provides professional development workshops, consultations, web resources, learning communities, and more—all designed to help those involved in teaching to create an engaged and articulate learning experience for all BGSU students. The CFE is seeking a candidate interested in program planning, program evaluation, professional development, curriculum development, and/or instructional design. Candidates will have the opportunity to integrate their graduate program of study with their office and program responsibilities. The ideal

candidate would be able to work on campus for a portion of the 20 hours (e.g., attending team meetings, assisting with events). Some remote work is possible.

**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 outlining interest and how you meet the qualifications; resume, contact information for two professional references (no letter of recommendation required)
2. **Send GA application materials to:** Dr. Chelsea Chandler, Director, Center for Faculty Excellence
3. **GA position application due date:** Open until filled