

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 Undergraduate Research and Scholarship (CURS)

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): 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.*):

- Computer Science
- Event Planning
- Media and Communication
- Educational Leadership
- Teacher Education

2. Qualifications/preferred skills

- An interest in teaching and/or educational administration
- Strong writing and editing skills, computer/technology skills, and research skills
- An interest in learning outcomes assessment
- Careful attention to detail

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

Please see position description attached

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 (making note of your graduate program and summarizing how you anticipate the assistantship will provide you with practical experience related to your intended academic program and professional experience); resume, including previous education and work experience; names of 3 references.
2. **Send GA application materials to:** Dr. Cordula Mora, Director, Center for Undergraduate Research and Scholarship (CURS) (cmora@bgsu.edu)
3. **GA position application due date:** Until position is filled

RAII Graduate Assistantship: Center for Undergraduate Research and Scholarship (CURS)
Position Description 2023-2024 Academic Year
Master's Level Position

This RAII position is designed to provide support to the Director of the Center for Undergraduate Research (CURS). Graduate students who are planning to be involved in event planning, marketing, data analysis, or serving as administrators will have an opportunity to apply classroom knowledge, pedagogy, curriculum, and management skills as they work to help to support the CURS grant program and CURS events. **While the position is currently advertised for the fall 2023 and spring 2024 semesters only, we hope to extend the position to include the summer of 2024 if additional funding can be secured.**

- Advertise the CURS grant program by distributing flyers and posters across campus.
- Represent CURS at Preview Days, Campus Fest, Expand Your Horizons Fair and similar events.
- Update the CURS website.
- Maintain "CURS in the News" for CURS website.
- Conduct interviews with CURS students and mentors for featurettes on the CURS website.
- Maintain, post content, and update CURS social media accounts.
- Assist with processing CURS grant application files.
- Enter data into the CURS data base and keeping it up to date.
- Assist with extra-curricular assessment of CURS projects.
- Attend and take notes during CURS advisory council meetings.
- Research resources and information provided by similar offices at peer institutions.
- Compile resources for undergraduate students participating in CURS projects.
- Assist with event planning for the three annual CURS events.
- Assist with setup and tear down during the three annual CURS events.
- Assist with the registration process during the three annual CURS events.
- Handle additional duties as appropriate.