

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: The Office of Student Engagement

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): \$11,000/ academic year \$14.864864 per hour

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.*):

- Master of Arts in College Student Personnel
- Philosophy Masters
- Public Administration Masters
- Social Work Masters
- Sociology Masters

(open to other programs with transferable skills to the position)

2. Qualifications/preferred skills

- Values, Philosophy, and History:
 - Desire to gain an understanding of the values, philosophy, and history of the role that Student Engagement has in the undergraduate experience
- Personal and Ethical Foundations:
 - Ability to set priorities and work independently to accomplish department goals
- Social Justice and Inclusion:
 - Desire to work with diverse student populations and provide support for retention
 - Desire to facilitate the development of programs through social justice and equity-based lens
 - Development and growth in areas of social justice and inclusion in accordance to professional organizations
- Organizational and Human Resources:
 - Excellent organizational and administrative skills
 - Excellent written and interpersonal communication skills
 - Ability to manage people and projects
 - Ability to complete other duties as assigned

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

[Click here to enter text.](#) This position's focus is in the area of advising the University Activities Organization (BGSU's student programming board) and Falcons After Dark (BGSU's late night program). The Master's-level graduate intern in the Office of Student Engagement is expected to provide 20 hours of service weekly. During peak times, additional hours may be required. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed.

Major Responsibilities Include:

Advising and Supporting

- Co-advise the University Activities Organization
- Directly advise University Activities Organization Student Leaders, providing programmatic support, and event feedback and direction, and holistic student development
- Co-manage Falcons After Dark Late-Night Program and co-supervise Falcons After Dark undergraduate student workers
- Advise and execute major annual university events including, Family Weekend, Homecoming, Falcon Finale, Week of Welcome, and late-night programs

Law, Policy, and Governance

- Utilize laws, university policies, and best practices to frame student programming initiatives and risk management.
- Understand the role of law and policy when working with various vendors within university and third-party capacities.
- Advise programs that adhere to university policies

Assessment, Evaluation, and Research

- Assess programs and events around areas of participation, engagement, and learning outcomes.
- Utilize assessment data to make event and programmatic changes and improvements as necessary

Student Learning and Development

- Assist the University Activities Organization student programming board with events and programs for the campus community.
- Create and implement educational curriculum around the areas of event planning, leadership development, and community engagement.
- Engage in efforts to ensure the direction of the Falcons After Dark and University Activities Organization is consistent with the mission of the university, division, department, and student needs while contributing to the Falcon experience.
- Demonstrate strong interpersonal and listening skills, including leading retreats, group meetings, and individual meetings.

Leadership

- Develop and foster a culture of leadership development through retreats, on-site event support and implementation, recruitment and selection, member development, and advisor relations

Additional Responsibilities Include:

- Contribute to the overall goals, events, and programs of the Office of Student Engagement.

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 material:** Resume
2. **Send GA application materials to:** anlange@bgsu.edu
3. **GA position application due date:** June 1, 2023