

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: Academic Investment in Math and Science Program

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

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: 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.):

- College Student Personnel
- English (Masters)
- Media & Communication (Masters)
- Graduate Studies in Business (Masters)
- Programs within the School of Cultural and Critical Studies (Masters)
- Public Administration
- Social Work

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

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Strong organizational and administrative skills
- Ability to manage projects
- Well-organized and detail-oriented
- Ability to work independently
- Commitment to diversity, equity, and inclusion and willingness to apply knowledge of equitable and inclusive practices to work with students
- Ability to complete other duties as assigned

3. Position Description (primary and secondary responsibilities)

Click or tap here to enter text.

Position Description:

This position will work primarily with the BGSU Choose Ohio First (COF) program. The COF program is a scholarship program funded by the Ohio Department of Higher Education for students pursuing undergraduate degrees in science, technology, engineering, and math. The program at BGSU specifically aims to support historically underrepresented groups. COF is part of the Vice Provost for Academic Affairs portfolio, with the Director of the Academic Investment in Math and Science (AIMS) program providing the day-to-day operational management. The graduate assistant for the COF

program will work with and be supervised by the AIMS Director. In addition to working with the COF program, there will also be opportunities for the graduate assistant to help support other critical student success initiatives within the larger Vice Provost for Academic Affairs area.

Major Responsibilities:

- Assist the AIMS Director with managing day-to-day activities of the BGSU COF program.
- Conduct individual and group appointments with assigned caseload of COF students.
- Monitor and follow-up with COF students about possible barriers to academic progress (e.g., early alerts, midterm alerts, other academic notifications) as directed by AIMS Director
- Assist the AIMS Director in creating, implementing, and evaluating activities/programs for the COF program
- Assist the AIMS Director with recruitment and selection of new COF students. This includes attending admissions events, assisting with application review, and aiding in final selection of students for incoming cohort
- Work in conjunction with the AIMS graduate assistant in managing volunteer student recruitment ambassador program
- Assist with managing the COF Canvas page and other technology platforms used to support COF students
- Aid the AIMS Director with monitoring student completion of COF requirements
- Assist BGSU COF steering committee with assessment and evaluation of overall COF program
- Provide support to BGSU COF steering committee with collection of materials for semesterly reimbursement documentation, annual reports, and future COF grant submissions
- Participate in meetings and other professional development required for this role
- Perform administrative responsibilities associated with the COF program and larger initiatives associated with Vice Provost for Academic Affairs area
- Assist with other projects and tasks, COF and non-COF, as assigned by AIMS Director and/or Vice Provost for Academic Affairs

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:** Resume, cover letter outlining interest and how you meet the qualifications, and contact information for two professional references (no recommendation letter required)
2. **Send GA application materials to:** Sarah Jurden - Director, AIMS Program, sjurden@bgsu.edu
3. **GA position application due date:** Open until filled