GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – AY24

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

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Department of English

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII Research Assistant for Dr. Sheri Wells-Jensen

Hours to work (per vacancy): 20

Stipend rate MA stipend level for GA’s department.

Term: ☒ Summer ☐ Academic Year ☐ Fall ☐ Winter Session ☐ Spring Session

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’s or Doctoral Student at BGSU

2. Qualifications/preferred skills
   - Well organized
   - Strong written and oral communication skills
   - Ability to proofread accurately and quickly
   - Comfort reading and writing about science (no advanced math required)
   - Able to conduct research independently
   - Basic computer skills
   - Willingness to learn about accessibility requirements

3. Desired Qualifications
   - Good grasp of basic physics and astronomy (no advanced understanding necessary)
   - Ability to code basic HTML
   - Basic knowledge of circuit design and Arduino

4. Position Description (primary and secondary responsibilities)
Working in human factors in space exploration, linguistics and disability studies. You need not be an expert in any of these fields to apply.

Duties will include:
   - scanning materials so that they can be made electronically accessible;
   - proofreading;
   - managing bibliographies;
   - filling out forms;
   - assisting in inaccessible webpages;
   - running small campus errands;
   - assisting with various administrative tasks many of which involve Canvas or Zoom;
   - creation of power points and other materials for conferences;
   - conducting library research;
• assisting with many aspects of running flight operations for Zero G parabolic flights and analog missions (No experience with this necessary).

**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 to this position, send the following materials:** cover letter and statement of interest
2. **Send GA application materials to:** gradenglish@bgsu.edu
3. **GA position application due date:** June 5, 2023