Please see the Graduate College website for full definitions of each position (RAI, RAII, 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