

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, History Desire to gain an understanding of the values, philosophy, history of the role that Fraternity and Sorority Life plays 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. Working understanding of chapter and council differences.

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)

The Master's-level graduate intern in the Office of Student Engagement is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Fraternity and Sorority Life. 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. Please visit bgsu.edu/engage for more information regarding the office.

Major Responsibilities Include:

Advising and Supporting Advise one of the four governing councils (CPC, IFC, NPHC, MGC) and/or Order of Omega Serve as primary chapter support liaison to at least 5 chapters through the Fraternity & Sorority Life Support Model (e.g., conduct monthly meetings with designated officers and attend chapter event(s) and meetings, etc.), by educating chapters on topics such as: leadership, academic and intellectual development, civic engagement, diversity and inclusion, etc. Implement chapter support initiatives through regular advising and outreach concerning academic achievement Makes appropriate

referrals and resources to students or chapters perceived as at-risk Meet with a specific officer position and provide resources and guidance that they can implement in the chapters and councils

Law, Policy, and Governance Utilize laws and university and (inter)national headquarters policies and best practices to frame Fraternity and Sorority Life educational initiatives.

Assessment, Evaluation, and Research Assess programs and events around the areas of participation, engagement, and learning outcomes.

Student Learning and Development Assist the Fraternity and Sorority Life area with events and programs for the overall community. Create and implement Fraternity and Sorority Life educational curriculum around the areas of harm reduction, hazing prevention, and leadership development, and community engagement. Engage in efforts to ensure the direction of the fraternity and sorority community 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 workshops, group meetings, and individual meetings.

Leadership Serve as integral member of a Student Engagement or university committee.

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:** fsloffice@bgsu.edu
3. **GA position application due date:** June 1, 2023