

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

Hiring Unit/Office: Office of Institutional Effectiveness and Office of Academic Assessment

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): To be determined by applicant's graduate degree program

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.*):

- Public Administration
- Psychology
- Leadership Studies
- Counseling
- College Student Personnel
- Higher Education Administration
- Media and Communication
- Related programs

2. Qualifications/preferred skills

- Organizational skills
- Task-completion oriented
- Work well with a flexible work flow
- Attention to detail
- Research experience
- Strong written communication skills

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

Job tasks may include: Supporting Program Viability Analyses data preparation, organization, and website development. Assisting the Associate Director of Institutional Effectiveness with data entry and verification. Assisting in updating of the Institutional Effectiveness and Office of Academic Assessment webpages. Assisting the Associate Director of Academic Assessment with the undergraduate Student Learning Analysts program by aiding in their assessment projects, training, and team meetings throughout the year. Participating in other Office of Institutional Effectiveness and Office of Academic Assessment projects as appropriate.

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 and cover letter
2. **Send GA application materials to:** Office of Institutional Effectiveness – institutionaleff@bgsu.edu
3. **GA position application due date:** May 12, 2023