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 Learning Commons

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)*:

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*.):
   - Accounting
   - Analytics
   - Applied Statistics & Operations Research
   - Business Administration
   - College Student Personnel
   - Data Science
   - Educational Administration & Supervision
   - Financial Economics
   - Interdisciplinary Studies
   - Mathematics & Statistics
   - Physics & Astronomy
   - Learning Design
   - Organizational Development
   - Computer Science
   - Chemistry
   - Curriculum & Teaching
   - Public Administration
   - School Counseling
   - Higher Education Administration (PhD)
   - Data Science (PhD)
   - Mathematics (PhD)
   - Statistics (PhD)

2. **Qualifications/preferred skills**
   - Must have an adequate academic background in Mathematics and/or Statistics
   - Prior tutoring experience preferred
   - Prior management experience preferred

3. **Position Description** (*please attach additional pages as needed*)

The duties of the Mathematics & Statistics Tutoring Graduate Assistant is as follows: Tutoring, Aid in the training of undergraduate and graduate Mathematics & Statistics tutors. Secondary duties include: Assist with the supervision of the tutoring team, Meet individually with struggling students, Assist in the hiring process for

tutors, Maintain regular contact with faculty of cooperating departments, Schedule events, Develop seminars, Create tutor aids and online content, Case management, Other duties as assigned.

Applicants should have an adequate academic background in Mathematics and/or Statistics. Programs that focus on Mathematics, Statistics, management or administration, or Education will gain valuable experience that will transcend to their eventual profession. The GA will gain experience working within a management structure, assisting others, training, supervising, interviewing, engaging in professional correspondence, event planning, and design of instructional material.

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**: transcript from Undergraduate and, if applicable, Graduate University; résumé or curriculum vitae; at least one letter of reference

2. **Send GA application materials to**: The Learning Commons, 140 Jerome Library, Bowling Green, OH, 43403 or email all materials to tlc@bgsu.edu, Subject: Graduate Assistant Application (Math)

3. **GA position application due date**: On-going