

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 Outreach & Programming

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*): Program Stipend Rate

Term: Summer Academic Year Fall Spring Semester

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- American Culture Studies (PhD and MA)
- Analytics Art History
- College Student Personnel
- Creative Writing
- Cross-Cultural and International Education
- Curriculum & Teaching
- Education Administration & Supervision
- English MA
- History
- Interdisciplinary Studies
- Leadership Studies
- Media & Communication
- Philosophy (Applied)
- Political Science
- Popular Culture
- Psychology
- Reading
- Rhetoric and Writing PhD
- Social Work
- Teacher Education (AYA & World Languages)

2. Qualifications/preferred skills

- Great writer
- Empathetic listener
- Sympathetic reader
- Abundant desire to help
- Open-minded
- Critical thinker
- Self-reflexive
- Curious
- Programming experience helpful, but not required

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

Under the direction of the Assistant Director of the Learning Commons, this position will coordinate the special event programming and outreach of The Learning Commons, including assisting with supervision, training, and assessment of the student staff.

Major Responsibilities Include:

- Develop, coordinate, and lead Special Events, Programming, and Academic Sessions for The Learning Commons.
- Develop, coordinate, and lead The Learning Commons outreach communications, including promotion of events, classroom visits, and attendance at campus-wide events and other opportunities to promote the services of The Learning Commons

Additional Responsibilities Include:

- Maintain The Learning Commons' website.

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:** 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 jcleven@bgsu.edu, Subject: Graduate Assistant Application (Outreach)
3. **GA position application due date:** Applications will be accepted until the position is filled.