

**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:** 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):** Department Rate

**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 Geospatial Science
- Applied Statistics
- Architecture
- Art: All
- Athletic Training
- Biological Sciences
- MBA: All
- Clinical Mental Health Counseling
- Communication Disorders
- Computer Science
- Creative Writing
- Criminal Justice
- MACCIE
- Curriculum and Teaching
- Data Science
- English
- European Studies
- Economics
- Forensic Science
- Geology
- Gerontology
- Health Services Administration
- History
- Sport Administration
- Kinesiology
- American Culture Studies
- Applied Mathematics
- College Student Personnel

- Physics
- Engineering Technology
- Food and Nutrition
- Mathematics
- Media and Communication
- Music
- Philosophy
- Political Science
- Popular Culture
- Public Administration
- Quality Systems
- Reading
- School Counseling
- Social Work
- Sociology
- Spanish
- Teacher Education
- Theatre
- Technology Management

**2. Qualifications/preferred skills**

- Good written/oral communication
- Ability to professionally reason through difficult situations

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

The Testing Center Graduate Assistant provides administrative support in the BGSU Testing Center within the Learning Commons. The Testing Center, located in the Jerome Library, provides proctoring services for students with exam accommodations and for make-up exams. The graduate assistant will provide a consistent presence in the Testing Center, manage the work schedule of all proctors, and also personally provide test proctoring services. The graduate assistant will also be responsible for providing training to any new test proctors.

**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. Please be sure to specify the name of your graduate program.
2. **Send GA application materials to:** Jeremy Joseph at [jjoseph@bgsu.edu](mailto:jjoseph@bgsu.edu)
3. **GA position application due date:** Open until filled.