

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: Graduate College

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 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.*):

- American Cultural Studies
- College Student Personnel
- Higher Education Administration
- Educational Leadership
- Media and Communications
- Public Administration

2. Qualifications/preferred skills

- Effective written and oral communication skills
- Proficient with Microsoft Word, Excel, and PowerPoint and familiar with OneDrive and SharePoint
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter
- Eager learner

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

The Graduate College is a high productivity environment requiring proficiency in areas specific to higher education. The abilities gained from working in our division will provide you with a unique skill set that will distinguish you from your peers and make you a well-rounded professional in the field of your choice.

While in the Graduate College your job duties will intersect with the Chancellor's Council on Graduate Schools, the newly adopted curriculum management system, Curriculog, and existing university systems including, but not limited to, CSS, OnBase, and Adobe Sign.

This position will:

- Coordinate monthly professional development sessions for graduate assistants in conjunction with service units on campus

- Lead the planning committee for Graduate Student Appreciation Week (held annually in April)
- Update OnBase database to track student progress toward degree completion and assist with outreach
- Facilitate communication with CCGS
- Support the operational component of the curriculum process, including maintenance of Curriculog
- Contribute to the implementation of Acalog, Curriculog's complement, a catalog management system
- Assist with management of eForms related to degree progress

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, cover letter specific to this opportunity, and contact information for two references
2. **Send GA application materials to:** gradcol@bgsu.edu
3. **GA position application due date:** until filled