

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 Academic Assessment

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAI

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.):

- Master of Public Administration
- Master of Arts in Psychology
- Master of Arts in Applied Demography
- Master of Science in Applied Statistics
- Master of Science in Analytics
- Master of Science in Data Science
- Related programs

2. Qualifications/preferred skills

- Organizational skills
- Task-completion oriented
- Work well with a flexible work flow
- Attention to detail
- Research experience
- Experience with Microsoft Excel

3. Position Description (primary and secondary responsibilities)

Job tasks may include: Cleaning and refining various data sets, including but not limited to graduation survey data, BGP assessment data, NSSE, and other data sets. Engaging in data validation and creating data visualizations and data summaries. Supporting various assessment projects; using survey software and benchmarking assessment initiatives. Working on other OAA 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 Academic Assessment – assessment@bgsu.edu
3. **GA position application due date:** May 12, 2023