

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 Office of Student Engagement

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): \$11,000/ academic year \$14.864864 per hour

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.):

- Master of Arts in College Student Personnel
- Philosophy Masters
- Public Administration Masters
- Social Work Masters
- Sociology Masters

(open to other programs with transferable skills to the position)

2. Qualifications/preferred skills

Values, Philosophy, History: Desire to gain an understanding of the values, philosophy, and history of the role that student organizations play in the undergraduate experience Understand the rich history of Dance Marathon Understand the value of being connected to the campus community **Personal and Ethical Foundations:** Ability to set priorities and work independently to accomplish department goals **Social Justice and Inclusion:** Desire to work with diverse student populations and provide support for retention **Organizational and Human Resources:** Excellent organizational and administrative skills Excellent written and interpersonal communication skills Ability to manage people and projects Ability to complete other duties as assigned

3. Position Description (primary and secondary responsibilities)

Major Responsibilities Include: Advising and Supporting: Advise a group of 30+ Student Leaders in Dance Marathon and/or the Falcon Engagement Team Serve as a primary contact for 300+ student organizations, supporting current, restarting, and new organizations from 13 different categories. Implement organization support initiatives through development of educational materials (e.g. trainings, workshops, quick start guides, newsletters etc.) Facilitate organization and student trainings both in person and online that support student organizations and their leaders through leadership and organizational development, diversity and inclusion and personal development Make appropriate referrals and resources to students or groups perceived as at-risk. **Law, Policy, and Governance:** Utilize laws and university and (inter)national headquarters policies and best practices to frame student organization educational initiatives. **Assessment, Evaluation, and Research:** Assess programs and events around the areas of participation, engagement, and learning outcomes Assess student organization development programmatic learning outcomes **Student Learning and Development:** Plan and facilitate student organization specific programming throughout the year Consult with student organizations and leaders to promote growth and success personally and organizationally Promote campus involvement through intentional programming and outreach Demonstrate strong

interpersonal and listening skills, including leading workshops, group meetings, and individual meetings. **Leadership:** Serve as integral member of a Student Engagement or university committee

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
2. **Send GA application materials to:** Engage@bgsu.edu
3. **GA position application due date:** June 1, 2023