

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2025

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAI, TA, TI).

GRADUATE ASSISTANT POSITION

Employing Office: Graduate College

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

Hours to work (*per vacancy*): 20

Stipend rate (*Note: Hiring units must pay the stipend rate associated with the student's graduate degree program*): Dependent on program's 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 Culture Studies
- Data Science
- English
- Leadership Studies
- Media & Communication (Masters)
- Psychology
- Sociology
- Statistics
- Students in other graduate programs required to submit to OhioLINK will be considered.

2. Qualifications/preferred skills

- Experience with Adobe Acrobat Professional and Microsoft Word
- Excellent interpersonal skills, communication/presentation skills, organizational & time-management skills
- Strong attention to detail
- Knowledge of APA, MLA, or Chicago Style format
- Ability to complete other duties as assigned

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

Assists students with the OhioLINK Electronic Theses and Dissertations (ETD) formatting, accessibility, and submission process. This position works in the Graduate College for the Coordinator of Theses and Dissertations in 110 McFall. The primary duties and responsibilities include: Assists graduate students with formatting their final manuscripts into a PDF document that meets the requirements of the Graduate College. Assist students with making their document meet accessibility standards. Assists graduate students with interpreting instructions during the ETD submission process. Conducts the final review of submitted manuscripts. Assists with the development and delivery of regular training sessions about manuscript formatting, accessibility, and the OhioLINK ETD submission process.

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 or CV and a cover letter outlining your interest and how you meet the qualifications, and contact information for two professional references (no recommendation letter required). Please also submit an example of a paper you wrote using APA, MLA, or Chicago Style format including References, Works Cited, or Bibliography.
2. **Send GA application materials to:** Kim Fleshman - Coordinator, Theses & Dissertations
kflesh@bgsu.edu.
3. **GA position application due date:** Open until filled