Graduate Assistant Job Posting

Employing Office
Radbill Center for College and Life Design

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

Number of Vacancies for this Position
1

Hours per Week (per vacancy)
20

Term
Academic Year

Eligible Program Applicants
Preferred Candidates in the following Doctoral Programs
- I/O Psychology
- Higher Education Administration
- Educational Leadership

Will also consider candidates in:
- 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

Qualifications/Preferred Skills
Experience using data visualization tools, e.g., Tableau, PowerBI to analyze and present data.

Proficient with Microsoft Excel and SPSS or related statistical software

Effective writing and oral communication skills

Strong organizational and administrative skills

Ability to manage multiple projects

Well-organized and detail-oriented

Ability to work independently and in a collaborative team environment

Commitment to diversity, equity, and inclusion and willingness to apply knowledge of equitable and inclusive practices to work with students
Position Description

This position serves a critical role with Life Design at BGSU by supporting research and assessment efforts in the Radbill Center for College & Life Design. This position will be expected to do the following:

- Help coordinate internal Radbill Center assessment of learning
- Support external research, conference submissions, and publications
- Understand and apply ethical research practices
- Understand and use qualitative, quantitative, and mixed research methodologies
- Identify appropriate existing quantitative and qualitative instruments and measures and develop new measures when necessary.
- Collect data directly from student participants in various research projects
- Coordinate efficient data collection processes
- Clean, organize, and summarize data
- Develop reports with visuals
- Apply for and coordinate projects with the Institutional Review Board
- Complete CITI ethical research certification
- Communicate and collaborate with Radbill Center team and students with research and assessment updates

This position is supervised by the Assistant Director of the Radbill Center and collaborates with other members of the Radbill Center.

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.

Required application materials
Resume and Cover Letter

Send application materials to
gdunbar@bgsu.edu

Application Due Date
7/12/2024

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1