

GRADUATE ASSISTANT POSITION POSTING

Employing Office College of Arts and Sciences

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

Number of Vacancies for this Position 1

Hours per Week (per vacancy) 20

Term Academic Year

Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)

Preference given to graduate students in the College of Arts and Sciences, but all eligible graduate students will be given consideration

Qualifications/Preferred Skills

- Background in liberal arts preferred, experience in academic recruitment, retention, and advising or related higher education areas; interest in working with diverse populations of students; critical thinkers who are eager to learn; must be detail oriented and good communicators in both spoken and written formats; proficient in Microsoft Office products particularly Excel, Outlook, Word, and PowerPoint; previous college-level teaching preferred.

Position Description

Advising activities

- Individual advising for Bachelor of Liberal Studies A&S students
- Communicate with prospective students for Bachelor of Liberal Studies
- Develop outreach strategies for the Bachelor of Liberal Studies completion program
- Answering general student policy/academic questions

Retention activities

- Compile and review reports to identify at risk and probation students
- Correspond with at risk students
- Participate in college retention programs/activities for first-year and continuing students
- Teach a one credit hour course (AS 1020) for at risk students

Recruitment activities

- Provide information about the BGSU community to prospective students and their families during Admission recruitment events
- Assist with developing and managing college student ambassador program

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, cover letter, 3 professional references

Send application materials to rlpunch@bgsu.edu

Application Due Date Open until filled