BGSU. | Graduate College
BOWLING GREEN STATE UNIVERSITY

GRADUATE ASSISTANT POSITION POSTING

Employing Office	The Learning Commons
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII
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)

- Accounting
- American Culture Studies
- Business Administration
- Chemistry
- College Student Personnel
- Cross-Cultural and International Education
- Curriculum & Teaching
- Educational Administration & Supervision
- Forensic Science
- Higher Education Administration (PhD)
- Interdisciplinary Studies
- Leadership Studies (PhD)
- Learning Design
- Media & Communication
- Organization Development
- Philosophy
- Psychology
- Public Administration
- School Counseling
- Social Work
- Sociology
- Workforce Education and Development

Qualifications/Preferred Skills

- Organized
- Detail Oriented
- Knowledge of Microsoft Office Suite
- Knowledge of Web tools (Google Docs)
- Good Communication Skills

Position Description

- Assist with the management of the subject tutors
- Assist with our tutor training program, by organizing training schedules, leading training sessions, and tracking tutor requirements for tutor certification. The Learning Commons is a certified Tutoring Center through the College Reading and Learning Association International Tutor Training Program Certification (ITTCP).
- Assist with the subject tutor interview process
- Explain policies and procedures of The Learning Commons to new tutors
- Promote The Learning Commons tutoring service to various departments on campus and to the student population
- Track tutee attendance
- Assist with tutor evaluations
- Assist students with study strategies and/or content tutoring
- Engage in professional correspondence
- Other duties as assigned

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 — Transcript from Undergraduate and, if applicable, Graduate University; résumé or curriculum vitae; at least one letter of reference

Send application materials to — tlc@bgsu.edu

Application Due Date — On-going

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