

Graduate Assistant Job Posting

Employing Office	Learning Commons
Job Title	Learning Commons Testing Center Assistant
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 Analytics Applied Geospatial Science Applied Mathematics Applied Statistics Architecture Art: All Athletic Training Biological Sciences MBA: All Clinical Mental Health Counseling College Student Personnel Communication Disorders Computer Science Creative Writing Criminal Justice Curriculum and Teaching Data Science English European Studies Economics Forensic Science Geology Gerontology Health Services Administration History Sport Administration Kinesiology

Physics
Engineering Technology
Food and Nutrition
MACIE
Mathematics
Media and Communication
Music
Philosophy
Political Science
Popular Culture
Public Administration
Quality Systems
Reading
School Counseling
Social Work
Sociology
Spanish
Teacher Education
Theatre
Technology Management

Qualifications/Preferred Skills

Good written/oral communication
Ability to professionally reason through difficult situations

Position Description

The Testing Center Graduate Assistant provides administrative support in the BGSU Testing Center within the Learning Commons. The Testing Center, located in the Jerome Library, provides proctoring services for students with exam accommodations and for make-up exams. The graduate assistant will provide a consistent presence in the Testing Center, manage the work schedule of all proctors, and also personally provide test proctoring services. The graduate assistant will also be responsible for providing training to any new test proctors.

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 that includes the name of your graduate program

Send application materials to

jjoseph@bgsu.edu

Application Due Date

Open until filled. For best consideration, materials should be submitted by March 28.

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