

Graduate Assistant Job Posting

Employing Office	Office of Academic Assessment
Job Title	Graduate Assistant - Office of Academic Assessment
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)	<ul style="list-style-type: none"> • Master of Science in Applied Statistics • Master of Science in Analytics • Master of Science in Data Science • Master of Science in Computer Science • Master of Public Administration • Master of Arts in Psychology • Master of Arts in Applied Demography • Related programs
Qualifications/Preferred Skills	<ul style="list-style-type: none"> • Organizational skills • Task-completion oriented • Work well with a flexible work flow • Attention to detail • Research experience • Experience with Microsoft Excel and Power BI
Position Description	<p>Job tasks may include: Cleaning and refining various data sets, including but not limited to BGP assessment data, NSSE, and other data sets. Engaging in data validation and creating data summaries using Excel. Developing and enhancing data visualizations using Power BI. Supporting various assessment projects and website development, using survey software, and benchmarking assessment initiatives. Working on other OAA projects as appropriate.</p>

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 assessment@bgsu.edu

Application Due Date April 25, 2025

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