

Graduate Assistant Job Posting

Employing Office	Office of Student Engagement and Residence Life
Job Title	Campus Activities - Office of Student Engagement and Residence Life
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 (Applicants will preferably be from one of the following graduate programs)	College Student Personnel, Clinical Mental Health Counseling, Criminal Justice, Public Administration
Qualifications/Preferred Skills	<p>Bachelors Degree</p> <p>Major Responsibilities Include:</p> <p>Advising and Supporting</p> <ul style="list-style-type: none"> • Co-advise the University Activities Organization • Directly advise University Activities Organization Student Leaders, providing programmatic support, and event feedback and direction, and holistic student development • Co-manage Falcons After Dark Late-Night Program and co-supervise Falcons After Dark undergraduate student workers • Advise and execute major annual university events including, Family Weekend, Homecoming, Falcon Finale, Week of Welcome, and late-night programs <p>Law, Policy, and Governance</p> <ul style="list-style-type: none"> • Utilize laws, university policies, and best practices to frame student programming initiatives and risk management • Understand the role of law and policy when working with various vendors within university and thirdparty capacities • Advise programs that adhere to university policies <p>Assessment, Evaluation, and Research</p> <ul style="list-style-type: none"> • Assess programs and events around areas of participation,

- engagement, and learning outcomes
- Utilize assessment data to make event and programmatic changes and improvements as necessary
- Student Learning and Development
- Assist the University Activities Organization student programming board with events and programs for the campus community
 - Create and implement educational curriculum around the areas of event planning, leadership development, and community engagement
 - Engage in efforts to ensure the direction of the Falcons After Dark and University Activities Organization is consistent with the mission of the university, division, department, and student needs while contributing to the Falcon experience
 - Demonstrate strong interpersonal and listening skills, including leading retreats, group meetings, and individual meetings.

Position Description

This position’s focus is in the area of advising the University Activities Organization (BGSU’s student programming board) and Falcons After Dark (BGSU’s late night program). The Master’s-level graduate intern in the Office of Student Engagement and Residence Life is expected to provide 20 hours of service weekly. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed.

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
Send application materials to	anlange@bgsu.edu
Application Due Date	5/27
Number of Vacancies for this Position	1