

Graduate Assistant Job Posting

Employing Office	Office of Institutional Effectiveness and Office of Academic Assessment
Job Title	Graduate Assistant - IE and OAA
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"> • Public Administration • Psychology • Leadership Studies • Counseling • College Student Personnel • Media and Communication • 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 • Strong written communication skills
Position Description	<p>Job tasks may include: Supporting data preparation, organization, and website development. Assisting the Associate Director of Institutional Effectiveness with data entry and verification. Assisting in updating of the Institutional Effectiveness and Office of Academic Assessment webpages. Assisting the Associate Director of Academic Assessment with the undergraduate Student Learning Analysts program by aiding in their assessment projects, training, and team meetings throughout the year. Participating in other Office of Institutional Effectiveness and Office of Academic Assessment 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 institutionaleff@bgsu.edu

Application Due Date April 25, 2025

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