



Graduate Assistant Job Posting

Employing Office	Department of English
Job Title	Research Assistant RAI
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)	Open to all graduate students. Preference given given to sciences.
Qualifications/Preferred Skills	• Well organized • Strong written and oral communication skills • Ability to proofread accurately and quickly • Comfort reading and writing about science (no advanced math required) • Able to conduct research independently • Basic computer skills • Willingness to learn about accessibility requirements
Position Description	Working in human factors in space exploration, linguistics and disability studies. You need not be an expert in any of these fields to apply. Duties will include: • scanning materials so that they can be made electronically accessible; • proofreading; • managing bibliographies; • filling out forms; • assisting in inaccessible webpages; • running small campus errands; • assisting with various administrative tasks many of which involve Canvas or Zoom; • creation of power points and other materials for conferences;

- conducting library research;

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 Cover letter and statement of interest.

Send application materials to gradenglish@bgsu.edu

Application Due Date May 30, 2025

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