

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: BG Perspective, General Education, Vice Provost for Academic Affairs

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): [Click here to enter text.](#)

Term¹: Academic Year Fall Spring Winter Session Summer

Number of vacancies for this position: 1

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- PhD in HIED

2. Qualifications/preferred skills

- An interest in teaching and/or administration in higher education
- Better-than-average writing skills, computer/technology skills, and research skills
- Highly desirable: An interest in university-level outcomes assessment

3. Position Description (primary and secondary responsibilities)

This RAIL position is designed to provide support to the Director of the BG Perspective General Education Program, who also has significant responsibility for additional undergraduate initiatives. Doctoral students who are planning to teach or serve as administrators will have an opportunity to apply classroom knowledge, pedagogy, and curriculum as they work to help develop and support BGSU's general education program (BGP), common reading experience program, residential faculty mentor program, and additional undergraduate initiatives. The GA who serves in this position will work with the BGP Director and BGP Chair to plan meetings and workshops; will hold responsibility for compiling, updating, and maintaining the BGP Program's extensive records and files; and will prepare BGP materials for archiving. As well, this GA will do extensive research on the year's selected common reading for first year students and subsequently create a detailed LibGuide of instructional materials to support the teaching of the book. The GA will support the residential faculty mentor program by routinely researching pedagogical materials and updating the electronic resource manual and program documents.

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.

1. To apply to this positions, send the following materials: resume and cover letter
2. Send GA application materials to: Donna Nelson-Beene, dnelson@bgsu.edu
3. GA position application due date: 3/15/2018

¹ An academic year contract includes both fall semester and spring session. It does not include winter session. A student who is needed during winter session will require a separate contract.