Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Business District Learning Community

Hours to work (1-20): **10**

Stipend rate (indicate if you have a maximum stipend rate that you can afford): **$4,500 AY Master’s Student**

Term²: ☑ 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):
   - Business
   - College Student Personnel (CSP)

2. Qualifications/preferred skills
   - Leadership
   - Event Planning
   - Assessment, Evaluation, and Research
   - Student Learning and Development
   - Advising
   - Time Management
   - Communication

3. **Position Description** (primary and secondary responsibilities)
   - Planning, organizing, and promoting events
   - Attending events, presenting at some events, and making sure the event runs smoothly
   - Coordinating the creation and operations of the Business District Advisory Council (BDAC)
   - Assessing events by conducting surveys and/or interviews with students and presenters
   - Evaluating the success of an event and coming up with suggestions about how to improve future events
   - Managing communication with students and industry professionals via face-to-face interactions, email, and social media

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 via an email attachment**
2. Send GA application materials to: **Erik Chiarelott, Business District Coordinator College of Business Administration, Department of Marketing, BA 249 419-372-8001 • echiare@bgsu.edu**
3. GA position application due date: **Review of applications will begin April 30, but will continue until position is filled.**

² 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.
Business District Learning Community
Graduate Assistant Job Description
Bowling Green State University
College of Business Administration

Mission Statement:
BGSU Learning and Theme Communities provide co-curricular and extra-curricular learning experiences with enhanced opportunities to engage with faculty and staff and to develop a network of friends with similar academic and personal interests. These collaborative communities within the residence halls support smoother transitions to college and a stronger sense of belonging that significantly increases academic success, retention, personal and professional development, and greater overall success as a BGSU student.

The purpose of the Business District Learning Community is to:

- Help the students acclimate to the College of Business through mentorships and exclusive opportunities
- Encourage the students to develop lifelong friendships
- Engage the students with a network of academic support
- Motivate the students to communicate with faculty outside the classroom
- Assist the students in the exploration of careers in the diverse field of business
- Connect the students with alumni and corporate representatives
- Provide the students learning opportunities and essential business skills not taught in the classroom

Position Description:
The graduate student will have several responsibilities to help the coordinator of the Business District. Projects will be assigned based on the interests of the graduate student selected and may include:

- Planning, organizing, and promoting events
  - Communicate with employers, College of Business student organizations, or other campus contacts about presenting at Business District events
  - Promote activities through the Canvas learning management system, Outlook emails, PowerPoint creation, and GroupMe text messages
- Attending events, presenting at some events, and making sure the event runs smoothly
  - Arrive early to set up technology needs, providing verbal group updates, and taking attendance to be recorded on Canvas
  - Lead and facilitate some of the sessions
  - Promote the Business District Learning Community at Preview Days and other recruiting events
- Coordinating the creation and operations of the Business District Advisory Council (BDAC)
  - Lead a group of 4-6 student members, alumni members, and RA’s that meet weekly or biweekly to discuss the development of the community
- Assessing events by conducting surveys and/or interviews with students and presenters
  - Manage surveys to be created, distributed, and summarized for both the fall and spring semesters
- Evaluating the success of an event and coming up with suggestions about how to improve future events
  - Write and edit the annual report for future improvements and current achievements
- Managing communication with students and industry professionals via face-to-face interactions, email, and social media
Oversee the community Canvas page (event creation, message distribution, attendance/grade updates)
Manage the Business District roster at events and with emails for Outlook email listings
Supervise the Business District Instagram: responsibilities can be appointed to BDAC student

Professional Competency Development:
The graduate student may gain experience in the following areas:

- Leadership
- Event Planning
- Assessment, Evaluation, and Research
- Student Learning and Development
- Advising
- Time Management
- Communication

Time Allotment:
The graduate student will be expected to devote 10 hours a week for this assistantship for both fall and spring semesters.

Supervisor Information:
Erik Chiarelott, Business District Coordinator
College of Business Administration, Department of Marketing, BA 249
419-372-8001 • echiare@bgsu.edu
Business District Website - www.bgsu.edu/business/students/future-students/business-district/