

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: **The Business District Learning Community**

Hours to work: **10**

Stipend rate: **\$5,000**

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 position, 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: **Friday, September 1 (See attached job description)**