Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: College of Education and Human Development, Office of Assessment and Accreditation
Hours to work (1-20): 20
Stipend rate (indicate if you have a maximum stipend rate that you can afford): $10,000 Masters level; $15,000 doctoral level

Term: ☒ Academic Year ☒ Fall ☒ Spring ☐ Winter Session ☐ Summer
Number of vacancies for this position: 2

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Master or Specialist of Education
   - Cross Cultural and International Education
   - Higher Education
   - Leadership Studies
   - Analytics
   - Public Administration
   - Mental Health/School Counseling
   - Statistics, Applied Statistics and Operations Research

2. **Qualifications/preferred skills**
   - An interest in teaching and/or administration in higher education and P-12 education
   - Strong writing and research skills
   - An interest in university and P-12 outcomes assessment
   - Basic knowledge of statistics and data analysis
   - Proficiency in Excel and/or Access, and experience with statistical software.

3. **Position Description** (primary and secondary responsibilities)
   The duties of the Graduate Assistant includes, but is not limited to, the following:
   - Assist in the collection, analysis, and reporting of assessment and learning outcomes data;
   - Develop and implement surveys. Compile and analyze survey results;
   - Compile, update, and maintain records; Prepare files for analysis, including standardization, enhancements, identifying and fixing errors.
   - Provide support to the Office of Assessment and Accreditation.

**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: 1) Resume, 2) Two letters of recommendation (at least one should be from an employer), 3) Cover Letter
2. Send GA application materials to: Melissa Cardenas, mcarden@bgsu.edu
3. GA position application due date: Open until filled

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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.