

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

Term²: 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

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.