

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: EDHD Dean's Office

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): \$10,000 AY for Master's student; \$15,000 AY for doctoral student

Term<sup>1</sup>:  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):

- Leadership Studies
- MACIE

**2. Qualifications/preferred skills**

- Knowledge/Experience with international travel
- Experience or willingness to learn about working with diverse groups and inclusion initiatives
- Experience or willingness to learn about curricular initiatives
- Good written and oral communication skills
- Detail oriented
- Well organized

**3. Position Description** (primary and secondary responsibilities)

**Assigned Duties and Responsibilities:**

**Primary Duties:**

- Participate in meetings and associated business for the EDHD International Coordinating Committee (ICC)
  - Take lead role in generating promotions and communication with trip directors for Education Abroad programs
  - Coordinate with committee chair and Associate Dean on ICC business
  - May include assisting trip directors with proposals, promotion materials, student recruitment, and representation at promotional events.
- Participate in meetings and associated business for the EDHD Inclusion and Diversity Committee (IDC)
  - Includes working with committee chair and Associate Dean on IDC initiatives

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<sup>1</sup> 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.

- Serve as student representative to Graduate Curriculum and Programs Committee (GCPC).
  - Assist GCPC chair with committee coordination and minutes

### **Secondary Duties:**

- Assist with college-wide learning communities
- Assist Graduate Program Coordinators as needed, e.g., marketing materials, data analysis, and market competition analysis.
- Assist with coordination and scheduling of various committees.
- Generate program or college-wide reports as requested.
- Assist Associate Dean in scholarly pursuits
  - Related duties as assigned.

### **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 explaining why you are interested in this position.
2. Send GA application materials to: Amy Morgan, Ph.D. (amorgan@bgsu.edu)
3. GA position application due date: Position open until filled.