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:\☒ 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

\[1\] 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).
  o 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.