

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: EDHD Dean's Office

Hours to work (1-20): 15

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

Term¹: 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):

- Mental Health/School Counseling
- Leadership
- Curriculum and Instruction
- Special Education

2. Qualifications/preferred skills

- Knowledge/Experience or willing to learn about undergraduate curriculum
- Experience or willing to learn about working with at-risk students
- Good written and oral communication skills
- Detail oriented
- Well organized

3. Position Description (primary and secondary responsibilities)

- Participate in Recruitment and Retention Meetings. Take minutes and help with coordinating the meeting.
- Coordinate meetings with Committee Chair,
 - develop promotion materials.
 - coordinate events.
- Serve as student representative on Retention and Recruitment Committee
- Work with Committee on Retention and Recruitment efforts.
- Work with Program Council Chair on undergraduate curriculum. Assist with taking minutes and coordinating agenda.
- Generate College wide reports as requested

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.

- 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: Dr. Mary Murray
3. GA position application due date: Open until filled.