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 position, 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.