

Higher Education Administration Ph.D. Program—2018-2019 Graduate Assistantships (Research Assistant II Positions)

| Employing Office | Term | Hours/Week | Budget | Program | Relation to field of study | Stipend Rate | Qualifications/Preferred Skills | Position Description | Application Materials | Submit to | Due Date |
|-------------------------------|------|------------|--------------------------------------|------------------------------|---|--------------|--|--|--|--|-----------------------------------|
| BG Perspective | AY | 20 | Unit's operating or personnel budget | HIED or any doctoral program | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | The BG Perspective graduate assistant is responsible for assisting the Director of BG Perspective with the coordination, development, and assessment of BGSU's university-wide BG Perspective: 21st Century Liberal Studies general education program. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Honors College | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Provide academic advising and orientation activities for Honors College students. Coordinate national honorary organizations (e.g., Mortar Board, Phi Eta Sigma, Alpha Lambda Delta). Provide guidance and leadership to the Honors Alumni Society activities. Coordinate assessment activities. Collaborate with Honors College staff to support various projects. Participate in recruitment activities for prospective students and their families. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Center for Faculty Excellence | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Assist with and/or lead special projects related to the teaching and learning goals and vision of the CFE; present workshops; assist with faculty development and learning communities; manage office projects. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Center for Leadership | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Responsibilities include supervision of undergraduate student leadership assistants; advising of a student organization and cohort of President's Leadership Academy Scholars; event planning; assessment; and special projects. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Division of Student Affairs | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | The Graduate Assistant (GA) in the Office of the Division of Student Affairs (DSA) assists the full-time administrative staff in carrying out programs and services in the Division of Student Affairs designed to enhance the learning environment of Bowling Green State University. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |

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| Registrar's Office | Summer | 5 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$1,185 | Strong communication (listening, speaking, writing), interpersonal, problem-solving, and organizational skills. Flexibility, adaptability, and ability to manage multiple priorities. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | The RAI assists the Office of Registration & Records perform administrative functions, especially, gathering, organizing, and analyzing information pertaining to student veterans. Review and interpret student veteran data. Make recommendations to supervisor for resolution of anomalies or changes in procedures. Respond to taskings from the Registrar or the Director of Registration & Scheduling. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Office of Academic Assessment | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Guide, train, and develop the student learning analysts; coordinate and implement various Institutional Effectiveness and student learning analytics projects; assist with data cleaning and data analysis of institutional, programmatic, collegiate, and departmental projects; use Qualtrics to create and facilitate assessments; conduct various IE research projects; serve as a student representative on a variety of assessment committees | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Office of Multicultural Affairs | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Develop and analyze assessment plans for office programs and services; teach multicultural success seminar; supervise and coordinate the Falcon Success Initiative; assist with orientation and admission recruitment programs; assist with retention initiatives as needed. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| University Libraries-National Student Affairs Archives | AY | 20 | External support | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$ 15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | The National Student Affairs Archival Assistant will manage the NSAA. Including acquisitions, collection management, reference and access, web content, and the annual fundraising campaign. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Educators in Context and Community | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Support the members of the ECCO Living Learning Community; contribute to recruitment and retention initiatives; co-advise student organization; co-teach seminar; plan and execute programs. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |

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| Equity, Diversity, and Inclusion | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Assist in maintaining current reports, data, and strategies for diversity and inclusion at BGSU and the City of Bowling Green. Assist in the planning, logistics, and implementation of training and development with various campus and community members. Help develop the communication outlets for programs, resources, and services for diversity and inclusion at BGSU (i.e. calendar of events, list-serv messages). Help with the existing initiatives such as PACODI (Presidents Advisory Council of Diversity and Inclusion) and NIOT (Not in Our Town). Support the supervision of other students and practicum student projects. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| Vice Provost Undergraduate Programs | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Provide support to the Director of the BG Perspective General Education Program including general education program (BGP), common reading program, residential faculty mentor program, and additional undergraduate initiatives. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |
| EDHD Office of Field Experience | AY | 20 | Unit's operating or personnel budget | HIED | The HIED program emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new arenas and/or higher levels of leadership in colleges and universities. Program learning outcomes related to administration and leadership in higher education; postsecondary students' learning and development; diversity, equity, and social justice; and assessment, evaluation, and research are pursued through coursework, independent research, and graduate assistantships or full-time employment in higher education. | \$15,000 | Strong interpersonal, verbal, and written communication skills. Undergraduate, graduate, and/or post-master's experience in functional area is preferred but not required. | Work with students who are "at-risk," providing the intervention(s) on their Success Plan. Attend student success team meetings, work with faculty to develop a plan for students who are "at risk." Collect, assess, evaluate and track success initiatives. Coordinate student success team meetings (e.g., contact relevant students, faculty, field personnel), document success team meetings. | Resume, career statement, 3 letters of reference | HIED Program via http://gradapply.bgsu.edu | December 1 for full consideration |