

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Department of Intercollegiate Athletics

Hours to work (1-20): 10

Stipend rate (indicate if you have a maximum stipend rate that you can afford): .10

Term<sup>2</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):

- **HMSLS Graduate Program – Sport Admin**

### 2. Qualifications/preferred skills

- Bachelor's degree required along with acceptance and enrollment in the HMSLS Master's Degree program at BGSU, and remain in good academic standing to maintain position.
- A strong academic background with the ability to work and help others is necessary.
- Excellent communication skills, both oral and written.
- Organization skills with the ability to multi-task.
- Experience working and communicating with diverse groups of people.
- Knowledge of NCAA rules and regulations (can be learned on job).
- Ability to act professionally and keep students' records confidential.
- Ability to make decisions and handle conflicts.

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

The primary responsibility of this graduate assistantship will be to support the Assistant Athletics Director in the daily operations of the Compliance Office. The individual is responsible for all assigned day-to-day aspects of this intercollegiate athletics support services program. In addition, this position provides support to approximately 425 student-athletes and works primarily under the Assistant Athletics Director for compliance assisting with any necessary duties and projects.

#### **Anticipated Duties, Tasks, and Responsibilities:**

##### ***Monitoring***

- Evaluating required documents to ensure compliance with NCAA, MAC, WCHA and University rules.

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<sup>2</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.

- Reviewing social media and internet sites for rules compliance.
- Maintaining compliance databases (JumpForward, CAi).
- Supervising recruiting activities for coaches, boosters and staff.
- Assisting in with initial eligibility and continuing eligibility certification.

#### ***Education***

- Assisting with monthly newsletters for student-athletes, coaches and staff.
- Assisting with compliance and academic meetings throughout the year.
- Updating and assisting development of the BGSU Compliance Manual.
- Maintaining the compliance website and social media accounts.

#### ***Additional Duties***

- Researching case precedents for rules violations and waivers.
- Researching and recommending new compliance processes and programs.

This list of essential duties, tasks, and responsibilities is not all-inclusive, individual will perform other related duties as assigned and may request to be a part of specific Compliance Office projects and events.

#### **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: Please send a cover letter, resume and contact information for 3 references.
2. Send GA application materials to:
 

Mark Lukosavich  
 Assistant AD for Compliance  
 Bowling Green State University  
 227A Stadium East  
 Bowling Green, OH 43403  
 E-mail: [lukosmj@bgsu.edu](mailto:lukosmj@bgsu.edu)
3. GA position application due date: Applicant credentials will be accepted until position is filled.