

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: The Learning Commons

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): [Click here to enter text.](#)

Term<sup>2</sup>:  Academic Year  Fall  Spring  Winter Session  Summer

Number of vacancies for this position: [Click here to enter text.](#)

### 1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

#### Master's Degree Programs

- Accounting
- American Culture Studies
- Business Administration
- College Student Personnel
- Curriculum & Teaching
- Educational Administration & Supervision
- Forensic Science
- Media & Communication
- Organization Development
- Special Education
- Teacher Education
- Workforce Education and Development

### 2. Qualifications/preferred skills

- Organized
- Detail Oriented
- Knowledge of Microsoft Office Suite
- Knowledge of Web tools (Google Docs)
- Good Communication Skills

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

- Assist with the subject tutor interview process
- Explain policies and procedures of The Learning Commons to new tutors
- Assist with the management of the subject tutors
- Assist with our tutor training program, by organizing training schedules, leading training sessions, and tracking tutor requirements for tutor certification. The Learning Commons is a certified Tutoring Center through the College Reading and Learning Association International Tutor Training Program Certification (ITTCP).
- Promote The Learning Commons tutoring service to various departments on campus and to the student population
- Track tutee attendance

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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.

- **Assist with tutor evaluations**
- **Organize our annual Tutor Job Fair spring semester which entails coordinating volunteers and marketing**
- **Assist students with study strategies and/or content tutoring**
- **Engage in professional correspondence**
- **Other 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 , letter of recommendation and transcript
2. Send GA application materials to: Donna Dick : Email – [ddick@bgsu.edu](mailto:ddick@bgsu.edu) or US Postal mail - The Learning Commons, 140 Jerome Library, Bowling Green, OH 43403
3. GA position application due date: on going