

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): Determined by program

Term²: 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):

- Accounting
- Analytics
- Applied Statistics & Operations Research
- Business Administration
- College Student Personnel
- Educational Administration & Supervision
- Financial Economics
- Interdisciplinary Studies
- Mathematics & Statistics
- Physics & Astronomy
- Learning Design
- Organizational Development
- Computer Science
- Chemistry
- Curriculum & Teaching
- Public Administration
- School Counseling
- Higher Education Administration (PhD)
- Mathematics (PhD)
- Statistics (PhD)

2. Qualifications/preferred skills

- **Must have an adequate academic background in Mathematics and/or Statistics**
- **Prior tutoring experience preferred**
- **Prior management experience preferred**

3. Position Description (primary and secondary responsibilities)

The duties of the Mathematics & Statistics Tutoring Graduate Assistant is as follows: Tutoring, Aid in the training of undergraduate and graduate Mathematics & Statistics tutors, Assist with the supervision of the tutoring team, Meet individually with struggling students, Assist in the hiring process for tutors, Maintain regular contact with faculty of cooperating departments, Schedule events, Develop seminars, Create tutor aids and online content, Case management, Other duties as assigned. Applicants should have an adequate academic background in Mathematics and/or Statistics. Programs that focus on Mathematics, Statistics, management or administration, or Education will gain valuable experience that will transcend to their eventual profession. The GA will gain experience working within a management structure, assisting others, training, supervising, interviewing, engaging in professional correspondence, event planning, and design of instructional material.

² 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.

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: transcripts from Undergraduate and, if applicable, Graduate University; at least one (1) letter of reference; résumé or curriculum vitae
2. Send GA application materials to: The Learning Commons, c/o Jeremy Joseph
140 Jerome Library
Bowling Green State University
Bowling Green, OH 43403 -OR- email all materials to tlc@bgsu.edu, Subject: Graduate Assistant Application (Math)
3. GA position application due date: Ongoing until filled. Review of applications will begin on March 26.