

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: The Learning Commons

Type of Graduate Assistant Position: RA II

Hours to work (per vacancy): 20

Stipend rate: Varies

Term: Winter Session Spring Session

(Prefer GA to work both Winter and Spring Sessions, if possible)

Number of vacancies for this position: 1

- 1. Eligible Program Applicants** (Preference will be given to applicants enrolled in the Humanities or Social Sciences, including the following graduate programs.):

- American Culture Studies PhD
- American Culture Studies MA
- English (Rhetoric & Writing) PhD
- English MA
- Interdisciplinary Studies
- Leadership Studies
- Media & Communication
- Philosophy (Applied)
- Art History
- Creative Writing
- Cross-Cultural and International Education
- Curriculum & Teaching
- Ed Adm & Supervision
- History
- Interdisciplinary Studies
- Learning Design
- Media & Communication
- Philosophy
- Political Science
- Popular Culture
- Psychology
- Reading
- Social Work
- Teacher Education (AYA & World Languages)

- 2. Qualifications/preferred skills**

The preferred candidate is an exceptional writer, a sympathetic reader, an empathetic listener, possess an abundant desire to help and knowledge of research methodologies. The candidate has some experience that will allow for the assumption of a leadership role in the ongoing development of services designed to support Graduate Students working on Dissertations and Theses. Doctoral level student preferred, Master's level will be considered. Writing Center experience helpful but not required.

- 3. Position Description** (primary and secondary responsibilities)

The primary job responsibility is one-to-one coaching of graduate student writers (developing the writer's skills and enhancing the writer's writing process). This responsibility include assisting graduate students from a variety of disciplines by providing them with a reader's perspective of their work, with helpful feedback in response to a writer's particular writing task, and with helpful insights regarding writing, research, and citation in general.

The positions is also responsible for leading a variety of outreach initiatives designed to encourage graduate students to utilize the services of The Learning Commons, as well as gathering resources and planning and delivering other services (workshops, boot camps, online support, etc.) designed to help graduate students in the process of writing a dissertation or thesis.

Extensive training in writing center pedagogy and tutor training will be provided.

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 / CV / Work history
Unofficial Transcripts
Two writing samples

2. Send GA application materials to:

jcleven@bgsu.edu

OR

J. Clevenger
The Learning Commons
140 Jerome Library
Bowling Green, OH 43403

3. GA position application due date: None – Applications will be reviewed as they are submitted.