

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Nontraditional & Military Student Services

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): \$10,000

Term<sup>1</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):

- Preferred candidates come from graduate programs focused on Education, Higher Education, or other helping professions focused on service.

**2. Qualifications/preferred skills**

- Desire to work with diverse undergraduate student population and provide support for retention
- Excellent interpersonal, verbal and written communication skills
- Familiarity with assessment/evaluation preferred
- Ability to work independently as well as collaboratively
- Knowledge of military culture/lifestyle is preferred but not necessary

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

**\*Major Responsibilities Include:** Serve as a program advisor for nontraditional and/or military students at BGSU. Maintain office hours in order to assist with walk-in students. Assist with planning, coordination, and execution of the nontraditional and military student orientations. Serve as a member of the Nontraditional Scholarship Committee. Compose the nontraditional student newsletter each month. Assist with assessment and evaluation of NTMSS programs. Perform other duties as assigned by supervisor(s). Co-Advise the Nontraditional Student Organization and implement programming designed to engage students. Seek knowledge and understanding of nontraditional student challenges and of military culture.

**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 position, send the following materials: Resume with Cover Letter.
2. Send GA application materials to: Gabe Dunbar, Program Coordinator, Nontraditional & Military Student Services – gdunbar@bgsu.edu
3. GA position application due date: 8.1.18

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<sup>1</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.