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

Term¹: ☒ 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 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

¹ 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.