

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of the Dean of Students

Hours to work (1-20): 10

Stipend rate: Stipend is based on the determined rate for the candidate's academic program

Term¹: Academic Year Fall Spring Winter Session Summer

Number of vacancies for this position: Two

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

- **Higher Education or College Student Personnel**
- **Leadership Studies or Educational Leadership**
- **Clinical Mental Health and School Counseling**
- **Workforce Education and Development**

2. Qualifications/preferred skills

- **Currently enrolled in second year of master's program or in current doctoral program.**
- **Basic understanding of student development theory**
- **Excellent interpersonal skills**
- **Excellent oral and presentation skills**
- **Some experience planning programs and events**
- **Flexible work hours that include occasional evenings and weekends**

3. Position Description (primary and secondary responsibilities)

Primary Responsibilities:

- **Provide intensive, ongoing, and focused academic support to first year students living off-campus through face-to-face, email, and phone communication.**
- **Plan a series of timely and focused workshops and programs geared towards enhancing student academic success.**
- **Create bi-weekly updates for students that include timely information about academic and wellness services and events.**
- **Conduct and document outreach efforts for students that are identified**

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.

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: Cover Letter, resume and names of 2 professional/ or educational references. In the cover letter, the applicant should make note of their graduate program and summarize how they anticipate this assistantship will provide them with practical experience related to their intended academic program and professional aspirations.
2. Send GA application materials to: Lakeshia Dowlen:dowlak@bgsu.edu
3. GA position application due date: Applications will be reviewed as they are submitted. No applications accepted after July 20, 2018