Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of Educator Preparation and Partnerships
Website: https://www.bgsu.edu/education-and-human-development/teacher-education-program/field-experiences.html

Hours to work: 20
Stipend Rate: $10,000 AY Master’s student
Term: Academic Year
Number of vacancies for this position: 1

1. Eligible Program Applicants
   - Leadership Studies
   - MACIE
   - Curriculum and Teaching
   - Intervention Specialist
   - Mental Health/School Counseling

2. Qualifications/preferred skills:
   - Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
   - Organizational/administrative skills and strong interpersonal communication skills;
   - Good technology, writing and editing skills;
   - Experience in gathering information, conducting research, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
   - Experience with programs such as community based learning, volunteer/community service events programs, civic engagement, school-based partnerships, and all forms of experiential learning- preferred;
   - Teaching/training experience- preferred;
   - Candidates will have the opportunity to integrate their graduate program of study with their office and program responsibilities.

3. Position Description
   - Participate in community or school based meetings. Take minutes, help with coordinating the meeting, and follow up data collection and reports
   - Conduct local, state and national needs assessments for current and future teaching shortages
   - Serve as student representative at regional partnership meetings
• Work with research group focused on teacher education retention and recruitment efforts and mental health supports, including but not limited to survey development, data collection and analysis and presentation materials
• Assist with research projects related to increasing diversity, building community partnerships and mentoring teacher candidates
• Assist Associate Dean in scholarly pursuits
• Related Duties as assigned.

**Compensation and Time Commitment:**
• Stipend: $10,000 per academic year (Master’s student)
• Time Commitment: 20 hours/week

**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 and cover letter explaining why you are interested in this position.
2. Send GA application materials to: Tracy Huziak-Clark, Ph.D. (thuziak@bgsu.edu)
3. GA position application due date: Position open until filled.