

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.