

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Vice President for Student Affairs, Vice Provost

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): \$15,000

Term²: 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):

- **Higher Education in Student Affairs (HESA)**

2. Qualifications/preferred skills

- **Must be a full-time degree-seeking student in the HESA program**
- **Ability to work with a diverse population of students as well as faculty and staff members**
- **Ability to work independently while functioning as a member of a team**

3. Position Description (primary and secondary responsibilities)

- **Programs and Event Planning.** Lead or assist with planning, implementation, and assessment of various programs and services sponsored by the DSA. This may include event planning, meeting attendance, and other partnerships with staff to ensure high standards of preparation and implementation.
- **Reporting, Record-Keeping, and Communication Flow.** Assist the Vice President for Student Affairs and Vice Provost and office staff with research/collection of data and information for summary, synthesis, and/or distribution. This may range from developing presentations to creating web or social media communications to the annual summary of Division achievements for compilation into an annual report. Additional responsibilities may include oversight of mailing lists, databases, and other similar records.
- **Staff Assistance, Committee Support, and External Projects.** Provide support with various projects, in collaboration with full-time staff in the DSA (and throughout the Division, as needed), and with various Division and University-wide committees, including a student leader advisory group and/or alumni or parent leadership councils. This may include planning agendas, scheduling meetings, taking minutes, or other tasks to support projects as needed, and may involve participation with external associations and/or partners (e.g., NASPA, ACPA, City of Bowling Green events, etc).

² 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.

- **Office Management.** Participate in the maintenance of an active and professional office environment, which may include providing leadership for staff meetings, student staff supervision, management of office resources (supplies, technology, etc.), and staff scheduling, as needed.
- **Special Projects and Other Duties.** As a dynamic administrative center for the Division of Student Affairs, the DSA occasionally requires additional support with special projects or programs. The GA may be responsible to perform other duties as assigned.

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: Cover letter and resume
2. Send GA application materials to:

Pam Abbott, Sr. Administrative Secretary
Division of Student Affairs
207 Hayes Hall
Bowling Green, OH 43403
419-372-2147
abbottp@bgsu.edu

3. GA position application due date: March 1, 2018