

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Intercollegiate Athletics – Student Athlete Services

Hours to work (1-20): 10

Stipend rate (indicate if you have a maximum stipend rate that you can afford): \$4500

Term²: Academic Year Fall Spring Winter Session Summer

Number of vacancies for this position: [Click here to enter text.](#)

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

- HMSLS – Sport Management

2. Qualifications/preferred skills

- Excellent communication skills, both oral and written
- Organizational skills with the ability to multi-task
- Experience working and communicating with diverse groups of people
- Computer skills – knowledge of Excel, Word; experience with PageMaker a plus
- Knowledge of NCAA rules and regulations
- Ability to act professionally and keep students' records confidential
- Ability to make decisions and handle conflicts
- Problem solving skills and creativity
- Supervision and management skills

3. Position Description (primary and secondary responsibilities)

Meet weekly with freshmen or at-risk student-athletes to discuss classes, academic progress, strategies for success, and other questions/problems they face, keep record of student-athletes' progress and provide feedback to assigned academic team coordinator, maintain academic data spreadsheets for assigned sports, assist in preparing progress reports for coaches and sport administrators, assist in preparing Percent Degree Completion form updates sent to college advisors, serve as staff member on duty to monitor study tables on assigned days while enforcing rules to keep study tables a quiet and productive environment, assist in preparing progress reports for coaches and sport administrators, and assist athletes in getting registered for classes each semester. Also, the employee will Serve as a Student Athlete Advisory Committee co-advisor by attending meetings, planning events, and managing the student run organization, assist in teaching BGSU 1910 course by grading papers, assignments and presentations, organize various programs and events throughout the academic year, and run reports for various awards

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.

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.
2. Send GA application materials to: Chet Hesson – Assistant AD for Academics & Student Services – chesson@bgsu.edu
3. GA position application due date: April 1, 2018.