

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Student Employment Services

Hours to work (1-20): 10

Stipend rate: Dependent on department rate

Term<sup>1</sup>:  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):

- Business
- Leadership Studies

**2. Qualifications/preferred skills**

- Must have HR background
- Must have excellent organizational skills, attention to detail, and the ability to prioritize
- Must have excellent interpersonal skills and follow-up skills
- Proactive problem prevention and issue resolution
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Experience with Microsoft Office applications
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team

**3. Position Description** (primary and secondary responsibilities)

1. Work with departments to determine and implement performance evaluations for student employees.
2. Work with SES to develop and implement background check process for necessary student employees positions.
3. Work with SES to develop student employee orientation process & procedures.

**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
2. Send GA application materials to: Dawn Chong, Student Employment Services
3. GA position application due date: Accepting applications until position filled.

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<sup>1</sup> 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.