GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Office of Student Retention

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 10

Stipend rate: Dependent on student’s program

Term: ☒ Winter Session  ☐ Spring Session

Number of vacancies for this position: 1

1. Eligible Program Applicants:
   • Master’s in Public Administration

2. Qualifications/preferred skills:
   • Academic coaching/life coaching
   • Excellent interpersonal communication skills
   • Proficiency with presentation software preferred
   • Excellent oral and presentation skills
   • Flexible work hours that include occasional evenings and weekends

3. Position Description (primary and secondary responsibilities):
   Provide intensive, ongoing and focused academic and life coaching to first year commuter students
   Plan/lead SOAR session for commuters and Opening Weekend programming and festivities
   Plan a series of timely and focused student success sessions; i.e., how to register, academic advising,
   scholarships, on campus employment, internships and coops, understanding your bill

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: Kelsey Meyer, klmeyer@bgsu.edu
3. GA position application due date: November 1, 2018