**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