

## **GRADUATE ASSISTANT POSITION**

**Hiring Unit/Office:** Office of Student Retention

**Type of Graduate Assistant Position:** RAll

**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](mailto:klmeyer@bgsu.edu)
3. **GA position application due date:** November 1, 2018