Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of Student Retention

Hours to work (1-20): 12-20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): Click here to enter text.

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):
   - PhD in Statistics
   - Math/Stats

2. **Qualifications/preferred skills**
   - Master’s degree preferred (i.e. enrolled in current doctoral or 2nd master’s degree program)
   - Basic knowledge of statistics and data analysis
   - Proficiency in SPSS (or similar product) and Excel preferred

3. **Position Description** (primary and secondary responsibilities)
   - Coordinate institution wide evaluation and assessment process for university academic advising programs related to key stakeholders (students, advisors, faculty, college administrators, etc)
   - Maintain, develop, and cultivate an institution wide assessment plan, procedures, and corresponding timeline for university academic advising programs
   - Support the efforts and initiatives of the Academic Advising Assessment, Evaluation, and Data Commission
   - Evaluate and determine practices for incorporating NSSE and other benchmarking data
   - Research and develop recommendations for BGSU specific non-NSSE benchmarking survey
   - Design, distribute, and administer survey instruments for students, advisors, faculty, and administration including, but not limited to “point of service”, semi-annual/annual, student learning outcomes, program implementation, and/or academic advisor feedback.
   - Conduct focus groups with identified populations as needed (e.g., students, advisors, faculty, college administrators, etc.)
   - Utilize “annual report” template(s) to compile and report all evaluation results in written and electronic formats in accordance with established timeline
   - Analyze quantitative and/or qualitative data (survey, focus group, data sets, etc.) to answer questions, synthesize results and/or feedback, response themes, and other data as needed.

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 position, send the following materials: resume and cover letter
2. Send GA application materials to: Andy Alt awalt@bgsu.edu
3. GA position application due date: 3/30/2018