

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 positions, 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