Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of Student Retention

Hours to work (1-20): Varied

Stipend rate (indicate if you have a maximum stipend rate that you can afford): Based on the student’s academic department rate

Term¹: ☒ Academic Year ☐ Fall ☐ Spring ☐ Winter Session ☐ Summer

Number of vacancies for this position: One

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Mental Health/School Counseling
   - Higher Education
   - Leadership Studies
   - Psychology (I/O)

2. **Qualifications/preferred skills**
   - Experience working with students
   - Working knowledge of student issues and challenges
   - 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 outreach and support to first year students of academic concern, identified through Early Alert, Mid Term Grading and other mechanisms
   - 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:

¹ 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.
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: Cover letter and resume, including all previous education and work experience

2. Send GA application materials to: Cynthia Roberts at crobert@bgsu.edu

3. GA position application due date: Accepting applications until filled