

## 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

Term<sup>1</sup>:  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:**

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<sup>1</sup> 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](mailto:crobert@bgsu.edu)
3. GA position application due date: Accepting applications until filled