

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Undergraduate Education, Vice Provost for Academic Affairs

Hours to work (1-20): 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):

- College Student Personnel
- Teaching in Sciences
- Higher Education
- Public Administration
- Leadership Studies
- Psychology (I/O)
- Mental Health/School Counseling

2. Qualifications/preferred skills

- Basic knowledge of statistics and data analysis
- Proficiency in Excel

3. Position Description (primary and secondary responsibilities)

A student in this position will help manage the review and awarding process for projects related to undergraduate research, scholarship, creative projects, and public policy. The student will also assist with the organization and management of conference events and budgets as well as make decisions about the best tools to extract, store, analyze, and display data to various constituents at the University.

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: Cordula Mora cmora@bgsu.edu
3. GA position application due date: 3/30/2018

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.