

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: **Vice President for Research and Economic Engagement**

Hours to work (1-20): 20

Stipend rate: Dependent on department rate

Term¹: Academic Year Fall Spring Winter Session Summer

Number of vacancies for this position: **1**

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- Applied Statistics and Operations Research
- Business Administration (Executive/Professional MBA)
- Computer Science
- Organization Development
- Public Administration

2. Qualifications/preferred skills

- Project management skills: able to help set up and track active jobs through to completion.
- Organization skills with the ability to multi-task.
- Ability to communicate professionally with various constituencies across campus.
- Computer skills – workable knowledge of Microsoft Office and Excel.
- Ability to act professionally and keep records confidential.
- Critical and creative thinking abilities and problem-solving skills.
- Industry experience or interest in technology development and commercialization, product development, market development, etc. is helpful.
- Academic training in engineering, sciences or business is helpful.

3. Position Description (primary and secondary responsibilities)

The main purpose of this job is to assist within the Vice President for Research and Economic Engagement division, primarily with the Director for Innovation and Venture Development. The primary responsibilities/key duties include but are not limited to: assist with the assessment of technical, commercial and IP aspects of BGSU technologies; including performing market analysis and screening technologies for market fit and development of commercialization strategies. In addition, the individual will assist with the processing and handling of various documents, data updates within specified data systems and other duties, as assigned.

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.

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: Cover Letter; Resume; Three References
2. Send GA application materials to: Monica Gerwin, Executive Assistant to the Vice President for Research and Economic Engagement (mgerwin@bgsu.edu)
3. GA position application due date: **Accepting applications until position filled.**