

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Student Employment Services

Hours to work: 1 – 20

Stipend rate: 15,000

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

- Business
- Leadership Studies

**2. Qualifications/preferred skills**

Must have HR background

Must have excellent organizational skills, attention to detail, and the ability to prioritize

Must have excellent interpersonal skills and follow-up skills

Proactive problem prevention and issue resolution

Proficiency in Microsoft Word, Excel, Internet, and Outlook required

Experience with Microsoft Office applications

Strong verbal and written communication skills required

Ability to work independently and as part of a team

**3. Position Description** (primary and secondary responsibilities)

Work with departments to evaluate current positions; identify those used frequently in use and eliminate those not in use.

- a. Update and/or create new job descriptions.
- b. Transition contract pay positions to hourly pay positions.

Utilize market research and O\*Net to align pay scales to job new descriptions.

Populate the Job Description Web Application with the new job descriptions.

**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
2. Send GA application materials to: Dawn Chong, Student Employment Services
3. GA position application due date: Applications received by March 27, 2017 will receive first consideration