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