

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Undergraduate Advising and Academic Services – Academic Coach

Hours to work: Variable/arranged

Stipend rate: Stipend is based on the determined rate for the candidate's academic program

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

Master's degree preferred (i.e. enrolled in current doctoral or 2nd master's degree program)

- Academic coaching/life coaching
- 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 academic and life coaching to first year commuter students
- Plan/lead SOAR session for commuters and Opening Weekend programming and festivities
- 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:

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 position, send the following materials to Cynthia Roberts: crobert@bgsu.edu
 - Cover Letter*
 - Resume, including all previous education and work experience
 - Names and contact information for at least 2 professional/educational references

**In the cover letter, the applicant should make note of their graduate program and summarize how they anticipate this assistantship will provide them with practical experience related to their intended academic program and professional experience.*

2. GA position application due date: Applications submitted by April 1 will be given preferential consideration. Application materials will be accepted until the position is filled for the subsequent academic year.