

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Undergraduate Advising & Academic Services

Hours to work: Variable/arranged; ideally, 12-20

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):

- Math/Statistics
- Higher Education
- Leadership Studies
- Psychology (I/O)
- Mental Health/School Counseling
- Applied Statistics

**2. Qualifications/preferred skills**

- Master's degree preferred (i.e. enrolled in current doctoral or 2<sup>nd</sup> master's degree program)
- Basic knowledge of statistics and data analysis
- Proficiency in SPSS (or similar product) and Excel preferred

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

Assessment, Evaluation and Research

- Coordinate institution wide evaluation and assessment process for university academic advising programs related to key stakeholders (students, advisors, faculty, college administrators, etc)
- Maintain, develop, and cultivate an institution wide assessment plan, procedures, and corresponding timeline for university academic advising programs
- Support the efforts and initiatives of the Academic Advising Assessment, Evaluation, and Data Commission
- Evaluate and determine practices for incorporating NSSE and other benchmarking data
- Research and develop recommendations for BGSU specific non-NSSE benchmarking survey
- Design, distribute, and administer survey instruments for students, advisors, faculty, and administration including, but not limited to "point of service", semi-annual/annual, student learning outcomes, program implementation, and/or academic advisor feedback.
- Conduct focus groups with identified populations as needed (e.g., students, advisors, faculty, college administrators, etc.)
- Utilize "annual report" template(s) to compile and report all evaluation results in written and electronic formats in accordance with established timeline
- Analyze quantitative and/or qualitative data (survey, focus group, data sets, etc.) to answer questions, synthesize results and/or feedback, response themes, and other data as needed.

**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.

To apply to this position, send the following materials to Andy Alt ([awalt@bgsu.edu](mailto:awalt@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.*

**GA position application due date:**

Applications submitted by March 1 will be given preferential consideration. Application materials will be accepted until the position is filled for the subsequent academic year.