GRADUATE ASSISTANTSHIPS
IN THE FOOD AND NUTRITION PROGRAM AREA

Graduate students within the Food and Nutrition Program Area, who are completing the degree requirements at the BGSU campus, are eligible to be awarded a graduate assistantship. A minimum GPA of 3.0 is required.

Graduate Assistantships are awarded for one year with the possibility of another graduate assistantship for the next academic year. A decision for further funding will be based on the graduate student’s academic progress, anticipated graduation date, and successful completion of assigned duties. The maximum that the FN Program can support a Graduate Assistant is two academic years.

Graduate assistants are contracted to assist FN faculty with teaching and/or research for 10 hours per week. The graduate student receives a stipend based on the contracted number of hours and also a tuition scholarship. Students are responsible for the general fee, other course and university fees, books, and other expenses.

Office: A shared office with a computer and phone will be provided.

Supervisor and Contact Information:
Dr. Anderson
Graduate Studies Coordinator,
Phone: 419-372-8090
email: dawna@bgsu.edu

I. Teaching Assistant (TA) Task Descriptions

The following is a non-inclusive list of tasks appropriate for graduate teaching assistants (TA).

- Assistance with course presentation materials (e.g., PowerPoint slides, handouts)
- Keep appropriate office hours
- Assistance with quiz and exam preparation
- Locating and photocopying course materials
- Checking out learning materials from library or through Interlibrary Loan
- Placing course reading materials on reserve in the Jerome Library
- Taking class attendance
- Evaluating course assignments
- Proctoring quizzes and exams
• Grading and recording quizzes and exams
• Assisting with review sessions
• Presenting lecture sessions, where appropriate expertise exists
• Attendance of lecture sessions, if necessary, to enhance expertise and knowledge

**Food Laboratory Tasks**

• Preparation of market orders and grocery shopping
• Preparation and setup of food laboratory equipment and materials
• Clean-up and organization of food laboratory
• Clean-up and organization of the food pantry
• Laundry of towels, tablecloths, napkins, etc. used in the foods laboratory
• Assisting faculty and students during food laboratory sessions
• Grading food laboratory assignments

**II. Research Assistant (RA) Task Descriptions**

The following is a non-inclusive list of tasks appropriate for graduate research assistants (RA).

• Library literature searches
• Location and check-out of library sources
• Photocopying of appropriate materials
• Annotation and critique of selected references
• Assistance with research design and instrumentation
• Assistance with recruitment of subjects
• Assistance with data collection
• Data entry for statistical analysis
• Assistance with running statistical computer programs
• Assistance with presentation of results (e.g., preparation of tables, figures, slides, posters)
• Reading and editing drafts of presentations and papers
**Hours per Week:** 10 hours/week for both semesters

**Contract dates:** August 17, 2015 until May 9, 2016

**Compensation:** Stipend: $4,500 total ($2,250 each semester)
Tuition Scholarship: $6,784 ($3,392 for 8 credit hours each semester)