

GRADUATE ASSISTANT POSITION POSTING

Employing Office Office of Academic Affairs - Summer Academic Youth Programs

Type of Graduate Assistant Position RAI
(RAII, RAI, TI, TA)

Number of Vacancies for this Position 1

Hours per Week (per vacancy) 20

Term Academic Year

Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)

- American Culture Studies
- Biological Sciences
- Education
- Clinical Psychology
- Developmental Psychology
- Media and Communications

Qualifications/Preferred Skills

- Event Planning
- Ability to write clear, concise reports and presentations for a variety of audiences.
- Proficiency in using Microsoft Word, Excel, and Power Point to coordinate information and data.
- Ability to work independently with limited supervision, as well as in a collaborative environment.
- Experience in managing multiple projects and priorities.
- Experience in assessing, evaluating, and providing recommendations for programs and services.
- Program coordination, management, and supervision skills
- Adapts to changes and additional training quickly.

Position Description

Assist staff in carrying out programs and services designed to enhance the Pre-College outreach pipeline and signature programs of the university. Such as the support for the daily operation, short- and long-term planning, and coordination of projects occurring during the fall and spring term. Supervise, advise, and mentor remote & on-campus undergraduate student employees. Assure that counselors & participants adhere to policies and procedures for their respective programming.

• Primary Responsibilities:

- Schedule, Attend and take minutes for faculty camp meetings in prep for 2025 camps
- Create Camp content for projected 2025 camps and prepare materials for BGSU Preview Days
- Maintain websites and registration systems / update from 2024 programs to 2025
- Assist with planning and logistics for regional competition events (Falcon BEST & Science Olympiad)
- Create & Manage Volunteer Registration for competition events (Falcon BEST & Science Olympiad)
- Document support and develop training for BGSU Student Volunteers with Falcon BEST and Science Olympiad
- Create a school field trip program for 5th through 10th grade students.

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.

Required application materials

<https://forms.bgsu.edu/241074633908862>

Send application materials to

stormkj@bgsu.edu

Application Due Date

Priority to applications received by 5/17; but will be reviewed until filled.