

## GRADUATE ASSISTANT POSITION POSTING

**Employing Office** College of Arts and Sciences

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

**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)**

Preference given to graduate students in the College of Arts and Sciences, but all eligible graduate students will be given consideration

**Qualifications/Preferred Skills**

- Background in liberal arts preferred, experience in academic recruitment, retention, and advising or related higher education areas; interest in working with diverse populations of students; critical thinkers who are eager to learn; must be detail oriented and good communicators in both spoken and written formats; proficient in Microsoft Office products particularly Excel, Outlook, Word, and PowerPoint; previous college-level teaching preferred.

**Position Description**

Advising activities

- Individual advising for Bachelor of Liberal Studies A&S students
- Communicate with prospective students for Bachelor of Liberal Studies
- Develop outreach strategies for the Bachelor of Liberal Studies completion program
- Answering general student policy/academic questions

Retention activities

- Compile and review reports to identify at risk and probation students
- Correspond with at risk students
- Participate in college retention programs/activities for first-year and continuing students
- Teach a one credit hour course (AS 1020) for at risk students

Recruitment activities

- Provide information about the BGSU community to prospective students and their families during Admission recruitment events
- Assist with developing and managing college student ambassador program

**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**                      Resume, cover letter, 3 professional references

**Send application materials to**                      rlpunch@bgsu.edu

**Application Due Date**                                  May 24, 2024