

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – FY 2023

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Employing Office: Graduate College

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

Hours to work (*per vacancy*): 20

Stipend rate (*Note: Hiring units must pay the stipend rate associated with the student's graduate degree program*): Dependent on program rate

Term: Summer Academic Year Fall Winter Session Spring Session

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- Higher Education Administration
- College Student Personnel
- Public Administration
- Organizational Development and Change
- Media and Communication
- Leadership Studies

2. Qualifications/preferred skills

- Effective writing and oral communication skills
- Proficient with Microsoft Word, Excel, and PowerPoint and familiar with OneDrive and SharePoint
- Responsible and assertive
- Well-organized and detail-oriented
- Positive attitude and outgoing
- Independent, self-starter
- Clerical experience preferred

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

This GA position is needed to assist the Graduate College with implementation of a new Catalog and Curriculum Management System. The person serving in this role will work closely with the Graduate Dean and Director of Graduate Degree Progress to support a variety of critical tasks to ensure key deadlines are met. This position's primary responsibilities could include, but are not limited to:

- Reviewing curriculum from multiple sources to identify areas of inconsistency and synthesize information
- Creating consistent presentation of programs and degree requirements across multiple formats as determined by system standards and university decisions
- Communicating with Graduate Program Coordinators and Graduate Administrative Assistants
- Assisting with the curriculum and course modification process prior to and after implementation
- Organizing meetings and taking meeting minutes / notes

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 for this position, send the following materials:** Letter of application, resume, two references (name and contact information only; recommendation letter not required)
2. **Send GA application materials to:** The Graduate College, gradcol@bgsu.edu
3. **GA position application due date:** Open until filled