

BGSU Graduate College

Graduate Assistant Categorical Position Descriptions

All Graduate Assistant positions provide students with education and training opportunities that align with the educational mission of their degree program and contribute to the public good mission of BGSU as a public institution of higher education. Appointment(s) will also fall under one or more of the following major categories of position descriptions. Depending on the type of assistantship, students will receive a more detailed position description from the employing office specific to the nature of the individual position.

Research Assistant I

Research Assistants perform research and scholarly work where at least a portion of hours spent on research is attributable to university service, and the applied experiences are related to the student's academic field of study. Performed under the direct supervision of a BGSU faculty member or designee, the work of a Research Assistant I will pursue one or more of the following duties: experimentation, relevant field-based work, data collection, and training or supervision of less experienced research personnel. The research experience could take place in laboratories, field-based settings, or other environments necessary for the performance of scholarly activities in the specific field of study.

Research Assistant II

A Research Assistant II performs a collection of effort and/or university service directed toward gaining greater knowledge related to the student's academic program and field of study. Performed under the direct supervision of, or in collaboration with, a BGSU administrator, faculty member or designee, the work of a Research Assistant II will pursue one or more of the following duties: relevant field-based work, creative activities, data collection, organization and analysis, literature searches, manuscript assistance, interaction with clients, professionals or students, and/or training or supervision of less experienced student personnel.

Teaching Assistant (TA)

Teaching Assistants are assigned to one or more faculty to assist them with instructional responsibilities for a course that is related to their field of study. The faculty for whom they are assisting take on a supervisory role. Teaching Assistant responsibilities vary by discipline and program, but normally include one or all of the following: grading assignments and examinations; administering/proctoring tests or exams; maintaining the online class management system (e.g., Canvas); and collecting and organizing class records and data.

Teaching Associate (TI)

The primary responsibility of a Teaching Associate is that of an instructor. The form of instruction may include any of the following: the sole instructor of record for a section of a class; leader of discussion or recitation section of a course; or supervisor of instruction and tutoring in a lab. Without these individuals, the course, discussion group, or lab could not function. While Teaching Associates are supervised by a faculty member or academic administrator, their primary responsibility is to carry out their own teaching, guidance, and tutoring with students and not assist faculty with their teaching. Teaching assignments must be in or closely aligned with the TI's field of study.

Housing Associate (HA)

Housing Associates are live-in staff members for the Office of Residence Life who assist in the daily operation of an undergraduate residence hall. Specific duties include but are not limited to: the hiring, supervising, advising, training, and evaluating of Resident Advisor (RA) staff. They also co-supervise the Student Desk Manager. Housing Associates are generally responsible for developing a well-rounded community within the residence facility, focused on academic success, safety and security, inclusivity, personal growth, and engagement. Within this position, they counsel students and respond to crisis situations that may occur in the residence hall; conduct meetings with students who have violated the Code of Student Conduct; and assign sanction or refer to the university-level conduct system. This position description is limited to students in the College Student Personnel program.