

## Graduate Assistant Job Posting

<b>Employing Office</b>	Radbill Center for College and Life Design
<b>Type of Graduate Assistant Position (RAII, RAI, TI, TA)</b>	RA II
<b>Number of Vacancies for this Position</b>	1
<b>Hours per Week (per vacancy)</b>	20
<b>Term</b>	Academic Year
<b>Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)</b>	<p>Preferred Candidates in the following Doctoral Programs</p> <ul style="list-style-type: none"> <li>- I/O Psychology</li> <li>- Higher Education Administration</li> <li>- Educational Leadership</li> </ul> <p>Will also consider candidates in:</p> <ul style="list-style-type: none"> <li>- Master of Public Administration</li> <li>- Master of Arts in Psychology</li> <li>- Master of Arts in Applied Demography</li> <li>- Master of Science in Applied Statistics</li> <li>- Master of Science in Analytics</li> <li>- Master of Science in Data Science</li> </ul>
<b>Qualifications/Preferred Skills</b>	<p>Experience using data visualization tools, e.g., Tableau, PowerBI to analyze and present data.</p> <p>Proficient with Microsoft Excel and SPSS or related statistical software</p> <p>Effective writing and oral communication skills</p> <p>Strong organizational and administrative skills</p> <p>Ability to manage multiple projects</p> <p>Well-organized and detail-oriented</p> <p>Ability to work independently and in a collaborative team environment</p> <p>Commitment to diversity, equity, and inclusion and willingness to apply knowledge of equitable and inclusive practices to work with students</p>

Ability to complete other duties as assigned

## Position Description

This position serves a critical role with Life Design at BGSU by supporting research and assessment efforts in the Radbill Center for College & Life Design. This position will be expected to do the following:

- Help coordinate internal Radbill Center assessment of learning
- Support external research, conference submissions, and publications
- Understand and apply ethical research practices
- Understand and use qualitative, quantitative, and mixed research methodologies
- Identify appropriate existing quantitative and qualitative instruments and measures and develop new measures when necessary.
- Collect data directly from student participants in various research projects
- Coordinate efficient data collection processes
- Clean, organize, and summarize data
- Develop reports with visuals
- Apply for and coordinate projects with the Institutional Review Board
  - Complete CITI ethical research certification
- Communicate and collaborate with Radbill Center team and students with research and assessment updates

This position is supervised by the Assistant Director of the Radbill Center and collaborates with other members of the Radbill Center.

## 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 and Cover Letter

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

**Application Due Date**                                      7/12/2024

**Number of Vacancies for this Position**    1