Graduate Assistant Job Posting

Employing Office	Division of Research
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII
Number of Vacancies for this Position	1
Hours per Week (per vacancy)	20
Term	Spring
Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)	STEM Fields, Social Sciences, Business
Qualifications/Preferred Skills	Office 365 products, Statistics, Communication, Research Experience
Position Description	The Graduate Assistant will support the operations and communications for the Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), and the Institutional Animal Care and Use Committee (IACUC). The main responsibilities include assisting with the launch of a new online protocol submission system, maintaining committee databases, websites, and records, and coordinating and preparing materials for meetings. The role requires strong statistical skills for developing program reports, as well as proficiency in Microsoft Word, Excel, MS Planner, and SharePoint. The ability to learn new systems quickly is essential. Effective writing and oral communication skills, strong organizational and administrative skills, and the ability to manage projects and events are crucial. The candidate should be well-organized, detail-oriented, and capable of working independently and in a collaborative team environment. A commitment to diversity, equity, and inclusion, and the willingness to apply knowledge of equitable and inclusive practices to work with students, is essential. The ability to complete other duties as assigned is also required.

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	Cover Letter with Resume
Send application materials to	tmsims@bgsu.edu
Application Due Date	Nov 29, 2024
Number of Vacancies for this Position	1