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

**GRADUATE ASSISTANT POSITION**

**Employing Office:** EDHD Dean’s Office

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

**Hours to work (per vacancy):** 10

**Stipend rate** *(Note: Hiring units must pay the stipend rate associated with the student’s graduate degree program):* $5,000

**Term:** ☐ Summer  ☒ Academic Year  ☐ Fall  ☐ Spring Semester

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

2. **Qualifications/preferred skills**
   - Experience in Excel including pivot tables and creating reports
   - Cost Accounting/Data analysis experience preferred (not required)

3. **Position Description** *(primary and secondary responsibilities)*
   - Assist EDHD College Budget Administrator with budget and cost analysis across the college departments. Also assist with tracking grant budget and expenditures for EDHD COSMOS department. Position would also allow for some research with allowable grant expenses as well as expense projections to maximize grant funds. Assist with monthly financial reports and fund reconciliation. Additional projects thru out the academic year.

**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:** Cover letter and resume
2. **Send GA application materials to:** sgwozdz@bgsu.edu
3. **GA position application due date:** August 1, 2022