Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Office of Campus Activities

Hours to work: (15)

Stipend rate: $6,750

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - Master of Accountancy

2. **Qualifications/preferred skills**
   - Must be a fulltime degree seeking student in the Master of Accountancy program at BGSU
   - Must have the equivalent of an earned undergraduate degree in Accounting from an accredited institution
   - Previous experience with bookkeeping, auditing, and/or finance/budget management
   - Ability to work with a diverse population of students as well as faculty and staff members
   - Ability to work independently while functioning as a member of a team

3. **Position Description** (primary and secondary responsibilities)
   - Train registered student organization officers and advisors on procedures to apply for University funds as well as how to deposit monies and spend allocated resources
   - Meet with treasurers from registered student organizations in group and individual settings to review organizational budgets and reconcile financial transactions
   - Teach treasurers of registered student organizations how to maintain financial records that meet or exceed audit standards
   - Audit registered student organization budgets as appropriate and review student organization expenditures for compliance with University funding policies
   - Meet with the supervisor as directed and attend staff meetings
   - Work collaboratively with the other members of the Office of Campus Activities and participate in various office-wide activities and programs (e.g., Campus Fest and Homecoming)
   - Maintain scheduled office hours
   - Complete other duties as assigned

**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 to this positions, send the following materials: Cover Letter and Resume
2. Send GA application materials to:
   - Jaye Baum-Gangwer, Senior Budget Coordinator
   - Office of Campus Activities
   - 401 Bowen-Thompson Student Union
   - Bowling Green, OH 43403
   - Jbaum-g@bgsu.edu
3. **GA position application due date:** June 30, 2017