

## 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 Coordaintor  
Office of Campus Activities  
401 Bowen-Thompson Student Union  
Bowling Green, OH 43403  
[Jbaum-g@bgsu.edu](mailto:Jbaum-g@bgsu.edu)

3. GA position application due date: June 30, 2017