

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Conference & Event Services

Type of Graduate Assistant Position: RAI

Hours to work (per vacancy): 20

Stipend rate: Commensurate with the student's program

Term: Summer Academic Year Fall Winter Session Spring Session

**** Searching for a student who would also be available to work this summer and wish to remain during the academic year.**

Number of vacancies for this position: 1

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs.*):

- Business Administration
- Accounting
- HMSLS – Leisure and Tourism

2. Qualifications/preferred skills

- Accounting or Business Office experience preferred
- Excellent communication, organizational, and mathematic skills
- Ability to work independently and balance priorities
- Knowledge of Microsoft Excel Software
- Prefer candidate to be available for Summer

3. Position Description (*primary and secondary responsibilities*)

The Accounting & Registration Assistant will assist with invoice preparation and distribution to internal and external clients of Conference & Event Services. Provide event registration assistance including registration setup and design, reporting, and reconciliation of revenues collected. As well as other services related to registration; such as onsite presence and nametag creation. This position will also handle the office deposits through Cashnet and posting payments in the Event Management System (EMS) and Registration System. General office tasks include, but not limited to, answering phone, filing, monitoring general email, running errands, or other projects as needed.

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:** Resume and Cover Letter
2. **Send GA application materials to:** BGSU Conference & Event Services, c/o Teri Gentry, 231 Bowen-Thompson Student Union, Bowling Green, OH 43403 – OR –email all materials to tgentry@bgsu.edu, Subject: GA Application (Acct & Reg Assistant)
3. **GA position application due date:** Open until filled