

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Internal Audit

**Type of Graduate Assistant Position:** RAll

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

**Stipend rate:** Commensurate with the student's program

**Term:**  Summer  Academic Year  Fall  Winter Session  Spring Session

**Number of vacancies for this position:** 1

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

- Master of Accountancy

**2. Qualifications/preferred skills**

- Ability to work independently, balance priorities, and function well in a team environment
- Undergraduate degree in Accounting
- Strong communication and writing skills
- Knowledge of IDEA and Microsoft Software (i.e. Excel, OneNote)
- Ability to analyze and interpret data using multiple methods
- Must have an adequate academic background in Accounting

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

The duties of the Internal Audit Graduate Assistant include, but are not limited to, the following: Complete assigned audit tasks including data analysis, transaction testing, documentation collection and reporting writing; Download queries to compile and summarize reports to assist with data analysis and internal audit testing; Support office administration by updating website, scanning documents, completing records retention disposal, etc.; Occasional training of the undergraduate students on the software and processes of the tasks performed; Other duties as assigned. Applicants should have an adequate academic background in Accounting and must be well versed in multiple software packages, platforms, and processes (i.e. IDEA, Microsoft OneNote, Excel). Students enrolled in programs that focus on Accounting will gain valuable experience that will transcend to their eventual profession. The Graduate Assistant will gain experience working within a management structure, assisting others, data analysis/management, and developing and conducting internal research on various University processes.

**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:** Transcript from Undergraduate and résumé
2. **Send GA application materials to:** Internal Auditing, c/o Lily Young, 1851 N research Dr, Room 189A, Bowling Green, OH 43403 – OR - email all materials to [layoung@bgsu.edu](mailto:layoung@bgsu.edu), Subject: Graduate Assistant Application (Audit Assistant)
3. **GA position application due date:** July 31, 2019