GRADUATE ASSISTANT POSITION

Hiring Unit/Office: Office of the Dean of Students

Type of Graduate Assistant Position: RAII

Hours to work (per vacancy): 15

Stipend rate: Dependent on student’s program rate

Term: ☐ Summer  ☒ Academic Year  ☐ Fall  ☐ Winter Session  ☐ Spring Session

Number of vacancies for this position: 3

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

2. Qualifications/preferred skills
   - Must be a full-time 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 recognized 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 recognized student organizations in group and individual settings to review organizational budgets and reconcile financial transactions
   - Teach treasurers of recognized student organizations how to maintain financial records that meet or exceed audit standards
   - Audit recognized 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 the Dean of Students 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: Resume
2. Send GA application materials to: Master of Accountancy Program via Veronica Roeser (vroeser@bgsu.edu) and they will forward to the Office of the Dean of Students for review.
3. GA position application due date: Open until filled