Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Campus Activities

Hours to work (1-20): 15

Stipend rate (indicate if you have a maximum stipend rate that you can afford): Click here to enter text.

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

Number of vacancies for this position: 3

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

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2 An academic year contract includes both fall semester and spring session. It does not include winter session. A student who is needed during winter session will require a separate contract.
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 position, 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 29, 2018