

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.](#)

Term²: 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

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 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
3. GA position application due date: June 29, 2018