Business Office Graduate Assistant
One position available
Start date as early as June 1, 2021

Description:
The Department of Physical Education, Recreation, and Dance at Boston University is currently seeking a Business Office Graduate Assistant for the 2021-22 academic year. The candidate will assist in the day to day functions of the Business Office. We are seeking a detail oriented candidate with strong organization skills, and the ability to take on a leadership role within the department.

The position is offered to an accepted candidate in a BU graduate program and requires a work schedule of 20 hours per week during fall, spring and summer semesters. The award consists of up to 8 credits of tuition remission per semester and a $16,000 stipend, paid over a twelve-month period on a weekly basis. The position is renewable for a second year contingent upon the satisfactory performance of the individual during the first.

Duties:
Assist Business Office team with the following duties . . .

• Oversight of departmental cashiering and depositing. Areas of responsibility include but are not limited to pro shop, facilities, non-credit programs, intramural and club sports.
• Assist with the reconciliation of all departmental accounts.
• Providing assistance with day to day business functions including vendor invoicing, administration, generating disbursements and purchase orders.
• Oversight of the administration of club sports as it relates to departmental and university business practices.
• Hiring, training, and supervision of Business Office student staff. Assist in the development of all departmental part-time staff.
• Other duties as assigned

Requirements:
• Bachelor’s degree from an accredited college or university
• Familiarity with Microsoft Office suite and Excel in particular
• Strong interpersonal skills in order to deal effectively with many diverse levels of management, while maintaining confidentiality

Preferred Qualifications:
• Previous supervisory experience is a plus
• Demonstrated ability in prioritizing multiple deadlines, projects and assignments within a fast-paced environment
• Demonstrated ability as a team leader or supervisor

Application Procedure:
Interested candidates should send a cover letter and resume to:

Shaun Bossio
Business Manager
Dept. of Physical Education, Recreation & Dance
BU Fitness and Recreation Center
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617.353.1855
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