



Business Office – Graduate Assistant

One Position Available

Start Date: July 1, 2018

Description:

The Department of Physical Education, Recreation, and Dance at Boston University is currently seeking a Business Office Graduate Assistant for the 2018-2019 academic year. This candidate will assist in the day to day function of the Business Office.

The position is offered to an accepted candidate in a BU graduate program and requires a work schedule of 20-25 hours per week during fall, spring, and summer semesters. The award consists of up to 8 credits of tuition remission per semester and a \$10,000 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 year.

Responsibilities may include but are not limited to:

- Providing assistance with Business Office deposits. Areas of responsibility include but are not limited to Pro Shop, Facilities, Non-Credit Programs, Intramural, and Club Sports
- Providing assistance with day to day business functions including vendor invoicing, account reconciliation, travel administration, generating disbursements and purchase orders
- Oversight of the administration of club sports as it relates to departmental and university business practices
- Process departmental transactions, refunds, and reconciliation
- Supervision of Business Office student staff

Minimum Qualifications:

- Bachelor's degree from an accredited college or university
- Familiarity with Microsoft Office Suite, Excel in particular

Application Process:

Interested candidates should send a cover letter, resume, and 2 current letters of recommendation to:

Shaun Bossio
Business Manager
Department of Physical Education, Recreation & Dance
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Boston, MA 02215
617-353-1855 | sbossio@bu.edu
