

**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  
915 Commonwealth Avenue, Boston, MA 02215  
617.353.1855  
[sbossio@bu.edu](mailto:sbossio@bu.edu)