

Business Office Graduate Assistant

One position available

Start date as early as June 1, 2025

Description:

The Department of Physical Education, Recreation, and Dance at Boston University is currently seeking a Business Office Graduate Assistant for the 2025-26 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 \$19,858 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:

- 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:

Brendan Buckley

Assistant Director, Business & Analytics

Dept. of Physical Education, Recreation & Dance

BU Fitness and Recreation Center

915 Commonwealth Avenue, Boston, MA 02215

617.358.3761

buckleyb@bu.edu