Graduate Assistant - Administrative Services

Administrative Services serves as the central financial office for the Libraries. This office oversees the budget, processes all non-book related purchasing, accounts receivable, travel, payroll, hiring, promotion and tenure procedures, and building facilities. Graduate Assistants for the department will assist in all aspects of the department, and will be instrumental in carrying out and instituting best business practices, while learning practical applications in organizational techniques.

Duties may include, but are not limited to the following:

• Assisting in processes related to
• Student worker hiring and personnel transactions
• Supply orders: placing, receiving distributing
• Policy updating
• Human Resources: organization and misc. tasks
• Deposits and interdepartmental transfers
• Basic office duties: filing, organizing, etc.

Requirements: highly organized, detail-oriented, professional. Moderate to advanced level experience with Microsoft Office, Excel particularly. Must qualify as a GA per the Graduate School qualifications.

Preferred majors are Business Administration, Public Administration, Accountancy, or related