



Oakland University's Athletic Department

Business Operations Graduate Assistant

Oakland University's athletic department has an opening for a business operations graduate assistant. The position will last through the end of the desired academic program. The candidate will work approximately 20 - 25 hours each week. Additionally, the candidate must have obtained a bachelor's degree in business or sports management at an accredited university and gain acceptance in to Oakland University's graduate program of your choice. The individual must maintain full-time enrollment status. A tuition waiver and stipend of up to \$500 per month will be provided.

The candidate should have the following knowledge, skills and abilities:

- Experience with Microsoft Excel and Word
- Excellent attendance, reliability and motivation
- Must be dependable and have the flexibility to work nights and weekends
- Highly organized with excellent oral and written communication skills

Responsibilities include, but are not limited to:

- Assisting the business department with day to day operations
- Assist with the preparation of monthly expense reports
- Assist game day ticket operations and perform sales reconciliations
- Perform inventory cycle counts and merchandise sales reconciliations

All interested resumes, cover letters or questions should be sent to Mike O'Heir, Coordinator of Business Operations: ohair@oakland.edu, by February 15, 2012.

Start Date: August 15, 2012