

Graduate Assistantship—MSM
20-Hour Per Week
Position Classification: (GTA-R for ACCT 201L)

General Description

The Department of Accounting, Finance, and Economics offers Graduate Teaching Assistantships each academic year to assist in facilitating the Accounting Labs (ACCT 201L) and other duties as assigned related to ACCT 201L.

Primary Duties and Responsibilities

Facilitate two Accounting Labs (ACCT 201L) labs per semester and offer tutoring and other assistance to the Accounting students and faculty in Principles of Accounting I (ACCT 2010). The Accounting, Finance, and Economics Department Chair will assign the Labs to the GTAs. Assigned duties will not exceed 20 hours total per week.

Essential Functions

Facilitate assigned Accounting Lab section(s), hold office hours, keep scheduled appointments with students enrolled in Lab sections facilitated, and complete grading of Lab assignments in a timely fashion. Submit Accounting Lab grades to the instructors of the ACCT 2010 lecture sections by the required date and record Lab grades. Assist in or direct other duties related to ACCT 2010/201L as assigned by the AFE Department Chair not to exceed 20 hours total per week.

Qualifications

Applicants must be admitted to or applying to the MSM Program and/or have completed a BBA degree. Preference will be given to students with a BBA in Accounting.

Point of contact for this position: Susan Cockrell

Email: cockrells@apsu.edu

Phone: 931-221-1282

Graduate Research Assistantship—MSM
20-Hour Per Week
Position Classification: (GRA)

General Description

The College of Business offers Graduate Research Assistantship positions each academic year to assist with research projects for CoB faculty and other duties as assigned. The two GRAs provided to the College of Business by the College of Graduate Studies will be assigned one to each department.

Primary Duties and Responsibilities

Assist faculty in the College of Business with research projects related to business fields of study. Activities may include, but are not limited to, assisting with data collection or entry, literature searches, proofreading and editing, statistical analysis, and other activities that enhance the GRA's skills in research. The GRA may also participate in other activities as assigned by the department chair or associate dean, not to exceed 20 hours total per week.

Essential Functions

Assist faculty on research projects as assigned by department chair. Assist in or direct other duties as assigned by the department chair, not to exceed 20 hours total per week.

Qualifications

Applicants must be admitted or applying to the MSM program (or other graduate programs at APSU).

Point of contact for this position: Carlene Smith

Email: smithc@apsu.edu

Phone: 931-221-1282

Graduate Assistantship—CoB
20-Hour Per Week
Position Classification: (GAA)

General Description

The College of Business offers a Graduate Administrative Assistantship position to assist in administrative duties for the Dean and Associate Dean of the College of Business.

Primary Duties and Responsibilities

Assist Dean and Associate Dean with administrative duties related to:

- AACSB accreditation
 - Data entry of assurance of learning (AoL) information from pre/post tests, rubrics, surveys, etc.
 - Create tables from AoL data.
 - Assist with updating faculty information into Sedona.
 - Proofing and editing of reports.
- Social media for the CoB
 - Assist with information for the website.
 - Assist with Newsletter and other media.
- Other duties at the discretion of Dean and Associate Dean.

Assigned duties will not exceed 20 hours per week.

Qualifications

A student who has been admitted to or is applying to the MSM program would have preference, however, students from other graduate programs at APSU will be considered. Experience with Excel, Word, and social media is required.

Point of contact for this position: Carlene Smith

Email: smithc@apsu.edu

Phone: 931-221-1282