



## GRADUATE ASSISTANT POSITION DESCRIPTION

**Job Title:** Graduate Assistant  
**Department:** Student Financial Services  
**Reports To:** Candi Ruffner, Director, Student Financial Services  
**Shift/Hours:** 20 hours per week  
**Date Prepared:** October 20, 2020

### SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Candi Ruffner, Director, Student Financial Services**. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. Prepare collection agency activities, such as generating a report of outstanding past due balances by agency, verifying and reporting activity, updating student accounts, and submitting required documentation.
3. Reconcile accounts and finalize monthly audit worksheets.
4. Evaluate all deposits on record and return/forfeit as appropriate.
5. Manage data hygiene tasks related to student billing, such as 1098T and subsidiary account transactions.

### QUALIFICATIONS

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

### EDUCATION AND EXPERIENCE

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale. Combination of education and practical experience related to the position is preferred.

### MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.