


 CAROLINA
 CENTER
for JEWISH
 STUDIES

Graduate Assistant position

This position is available to current UNC graduate students. It is 8 hours per week, when classes are in session, and pays \$15 per hour. Work hours are flexible but we do require some time in the office 3 days per week, and occasional evening/weekend hours for event staffing. Job duties:

Budget / Finances

- Prepare invoices and fund transfers and work closely with other staff to finalize payment/processing of all budgeting matters.
- Track all expenses in Excel datasheet and report on any problems/issues.
- Utilize university's finance software to check status of financial matters in progress.
- Communicate with grant awardees to ensure grants are paid out correctly and that awardees submit expenses properly.

Events

- Help promote events via online calendars and social media, posting flyers around campus, etc.
- Take RSVPs for events and maintain lists of attendees.
- Make hotel reservations and other travel arrangements for our speakers.
- Photocopy/scan and distribute reading materials to attendees.
- Order lunch/refreshments, coordinate food delivery/pick-up, and tidy up rooms after meetings.
- Set-up rooms for events – including lunchtime seminars, academic lectures and community events. May involve setting up PowerPoint and other AV equipment.
- Attend events and serve as host. Events are usually scheduled on Monday afternoons or evenings.

Board of Advisors and Fund Raising

- Help coordinate Board of Advisor meetings [twice annually] by taking RSVPs, making dinner and/or catering arrangements, helping prepare packets of information/nametags/etc., and staffing the dinners or meetings, especially running AV equipment. Board dinners are held on Saturday nights and the meetings are held on Sunday mornings, once per semester.
- Prepare annual fund mailings by overseeing mail merge function, printing materials, and stuffing envelopes.

Marketing

- Assist with writing articles for newsletters and the Web.
- Assist with managing list serv databases, and other mailing lists [currently in Excel].
- Assist with updating content on the Web site, downloading video files, etc.

General Office Duties

- Basic office tasks range from photocopying/scanning, processing mailings, ordering supplies, returning phone calls, etc.
- Prepare grant applications for faculty review committees. Follow-up with awardees to ensure they meet all requirements for reimbursement/payment. Ensure that awardees submit information as necessary, including follow-up briefings.