


 The logo for the Carolina Center for Jewish Studies is a dark blue square with the text 'CAROLINA CENTER for JEWISH STUDIES' in a light blue, serif font. The words 'CAROLINA', 'CENTER', and 'STUDIES' are in all caps, while 'for JEWISH' is in lowercase.

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.