Student Auditor 1 2017-2018

Department
Undergraduate Programs and Advising Office, Fisher College of Business

Summary of Duties
Student Auditor 1 will support graduation services. Student Auditor will process applications for the BSBA degree and assist with commencement. Duties include analyzing student academic record via university database, auditing student academic records, tabulating gradation statistics, computing grade point averages, checking course prerequisites, verifying projected course offerings; administrative responsibilities include answering student inquiries, notifying students of audit results, assisting fellow auditors and performing clerical duties such as filing, stapling and copying.

Hours
8 hours a week required for both Autumn and Spring Semester

Qualifications
2nd year Fisher student (as of Summer 2017) in Fisher College of Business.

Benefits to you
- Learn about college policies and procedures.
- Enhance your problem solving skills and attention to detail.
- Develop you professionalism and time management skills.
- List auditing experience on your resume.
- Opportunity to give back to your Fisher community.
- Opportunity for promotion after first year.
- Earn $11 per hour.

Desired skills/Knowledge
Efficient with several types of databases; extremely detailed oriented with ability to problem solve; able to work independently with minimum supervision.

Training
- Auditors will be thoroughly trained concerning Bachelor of Science in Business Administration Curriculum.

Application Process
To apply, please visit FisherConnect and look for Job ID 0006998 Or visit https://osu.az1.qualtrics.com/SE/?SID=SV_eJXRbknxhSprGWp

Application deadline: 11:59 p.m., Friday, February 9, 2017.

Please contact Terri Hoying (hoying.1@osu.edu) if you have any questions.