

University of Oregon Department of Accounting
Graduate Employee Positions

Application Process: Please email all materials to Dr. Clement's assistant at lcbmaccl@uoregon.edu. If applying for multiple positions, you must submit a separate application for each. *To be considered for the Accounting scholarships, you must complete [this online form](#).*

Submission Materials: Complete this application form and submit it with the following documents, in PDF format:

- 1) an unofficial copy of your transcripts, including your most recent grades;
- 2) a one-page cover letter;
- 3) a one-page resume; and
- 4) one letter of recommendation addressing skills such as public speaking, handling conflict, working in teams, and maturity, addressed to Dr. Robin Clement, emailed to lcbmaccl@uoregon.edu. *Note that this letter is different from the recommendation letters for the Master of Accounting program itself.*

Candidate Requirements: To be considered for a GE position, you must have submitted a completed MAcc application. If your MAcc application was submitted by February 22nd, you can apply even if you have not received an official acceptance.

Please contact Dr. Robin Clement at (541) 346-3295 or rclement@uoregon.edu, or drop by her office at 308A Peterson if you have any questions concerning this policy. If you have questions regarding the application process, please contact her assistant at lcbmaccl@uoregon.edu.

Timeline:

- | | |
|-----------------------------|----------------------------|
| • February 22 nd | Applications due |
| • Early March | Interviews and offers made |

Name _____

GE Position for which you are applying (see back for position descriptions):

____ Teaching Assistant in Accounting

____ Master of Accounting Program Assistant

UO ID# _____

Address _____

Phone _____

Email Address _____

Expected MAcc Graduation Date _____

Signature _____

Date _____

A. Graduate Teaching Fellow (GTF) in Accounting
Six positions open (1 or 2 terms)

Responsibilities: This Graduate Employee position is the teaching assistant for the Introduction to Accounting – II (ACTG 213) instructor. Responsibilities include attending the lectures of ACTG 213 and leading two one-hour lab sections each week. In these lab sections, the GTF reinforces the concepts from the instructor’s lecture and helps students solve accounting problems. The GTF also provides support in grading and holds office hours for 4 hours each week to assist students.

Qualifications: This position is reserved for a student enrolled in the MAcc Program.

Checklist:

- Unofficial transcript including most recent grades
- One-page cover letter
- Resume
- One letter of recommendation addressing the candidate’s qualifications for the 213 GTF positions

B. Master of Accounting Program Assistant
One position open (3 terms)

Responsibilities: This position is involved with assisting the director of the MAcc program with all aspects of MAcc recruiting (i.e., handling email and telephone contacts with applicants, scheduling and coordinating campus visits by prospective students, and representing the program at various recruiting events). The program assistant also manages all MAcc databases, plans several events, serves as Department liaison with current students, and promotes the 3+1 Accounting Pathway program.

Qualifications: This position is reserved for a student enrolled in the MAcc Program.

This position requires a high degree of initiative, the ability to work productively with a minimum of direction and guidance, independent follow-through, excellent oral and written communication skills, a good understanding of the program’s features and needs, and scheduling flexibility. Candidates must be outgoing, attentive to detail, highly professional, knowledgeable about the program, and committed to its improvement.

Checklist:

- Unofficial transcript including most recent grades
- One-page cover letter answering the following questions:
 - Why are you interested in this position?
 - What event planning experience do you have?
 - What ideas do you have for enhancing the visibility of the MAcc program?
- Resume
- One letter of recommendation addressing the candidate’s qualifications for the assistant position