POSITION: Graduate Assistant in Small Business Development Center-Academic

4 positions – 0 vacancies for spring 2010

QUALIFICATIONS: Must be a graduate student attending Winthrop University.

REQUIRED: Must be a graduate student attending Winthrop University.

DESIRED: Working towards an MBA. Good analytical ability, good listener, able to work as a team, and should be a self-starter.

RESPONSIBILITIES: The student will be responsible for the following activities:
Assist clients with financial spreadsheets: profit and loss, cash flow and balance sheets.
Editing business plans.
Performing research activities using many forms of research tools.
Performing data entry of client information using the WebCats system.
Maintaining up-to-date client files.
Development of marketing strategies for small business clients.
Assisting with seminars, as needed.
Answering the telephone in a courteous and professional manner.
Copying and assembling small business information, when necessary.

SALARY:

$1800 per semester and 9 credit hours of tuition waiver per semester.
Students are hired one semester at a time.

APPLICATION

Send completed applications with letters of recommendations to:

Graduate Office
213 Thurmond Building
College of Business Administration
Winthrop University
Rock Hill, SC 29733