



Job Title:	Budget Policy Research Fellow	Job Category:	Budget
Department/Group:	Fiscal Services	Job Code/ Req#:	Budget Specialist
Location:	Suite 400, 104 Marietta St., Atlanta	Travel Required:	N/A
Level/Salary Range:	\$1,320 per month + tuition waiver	Position Type:	Fellowship
HR Contact:	Terry Raiford	Date Posted:	December 15, 2016
Will Train Applicant(s):	Yes	Posting Expires:	January 17, 2017
Website	www.gapubdef.org		
Applications Accepted By:			
http://aysps.wufoo.com/forms/padlrwb0qnyn3s/ by January 17, 2017			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Analyzes the budget of the Georgia Public Defender Council</p> <ul style="list-style-type: none"> • Create monthly expenditure report in excel for 43 judicial circuits • Identify potential surpluses or deficits and makes recommendations on potential solutions • Determine appropriate funding sources for each position in a unit budget • Maintains a complete budget file for each circuit and division <p>Student will work 20 hours/week in the offices of the GPDC.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Master's degree candidate in the MPA, MA Econ, or MPP program at Georgia State University</p> <p>PREFERRED SKILLS</p> <p>MS Excel, MS Word</p>			
Reviewed By:	Terry Raiford	Date: 12/13/2016	Date: 12/13/2016
Approved By:	Jimmonique Rodgers	Date: 12/13/2016	Date: 12/13/2016