

JOB TITLE: Tech Crew Administrative Assistant [Graduate Assistant]

WAGE: \$11.98/Hr.

DAYS: Mon ~ Fri **HOURS:** Between 8:30AM - 4:30PM

HOURS A WEEK: 20

START DATE: Mid August 2009

~ JOB INFORMATION ~

POSITION SUMMARY: With assistance of one or two student employees, provide financial record keeping, purchasing, payroll and administrative support for the RIT Tech Crew functional area within the Center for Campus Life.

ESSENTIAL FUNCTIONS:

Financial ▪ Maintain department budget records ▪ Reconcile monthly statements ▪ Data input plus tracking of income and expenses ▪ Data input chargeback journal entries into Oracle ▪ Electronic mailing of chargeback documentation/Invoices to customers ▪ Depositing cash payments

Purchasing ▪ Generate Purchase Requisitions ▪ Track procurement card activities ▪ Compile sales receipts ▪ Reconcile monthly procurement card statements ▪ Generate PC logs and create receipt packets for accounting department ▪ Make back-up copies of receipts

Payroll/Personnel ▪ Manage employee time clock punch errors ▪ Maintain hard copy documentation of time card corrections ▪ Review employees' hours prior to submitting to payroll ▪ Process SEO Hire Forms and Change Forms

Computer/File Management ▪ Perform daily and weekly backups of critical files ▪ Maintain organization of files on server

General Administrative ▪ Maintain hazmat records (inventory and MSDS) ▪ Submit monthly Fire Extinguisher Reports ▪ Maintain Equipment Inventory records ▪ Maintain equipment operation manuals (both printed and electronic) ▪ Maintain written policies/procedures ▪ Generate quarterly statistical reports ▪ Maintain training manuals ▪ Other duties that may be assigned

QUALIFICATIONS/SKILLS REQUIRED:

Ability to keep information confidential ▪ Proficient user level computer skills in: word processing; spreadsheet; database; email; Web-based applications; and desktop file management ▪ Ability to prioritize work to meet deadlines ▪ Excellent attention to detail ▪ Ability to interact positively with students and staff.

QUALIFICATIONS/SKILLS PREFERRED:

The above plus ▪ Completion of basic lower level accounting classes ▪ General knowledge of professional audio/sound reinforcement and stage lighting production ▪ Leadership/Supervisory experience

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JOB NUMBER:
DATE POSTED: