

**JOB TITLE:** Tech Crew Administrative Assistant [Graduate Assistant]

**WAGE:** \$00.00/Hr.

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

**HOURS A WEEK:** 20

**START DATE:** Immediate

~ 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

**TO APPLY CONTACT:** Rich Morse  
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**JOB NUMBER:**  
**DATE POSTED:**