

**Center for Campus Life
Club Resource Center Graduate Assistant
Job Description***

I GENERAL RESPONSIBILITIES

The Club Resource Center Graduate Assistant is a position within the Center for Campus Life. Major responsibilities include supporting the Financial Coordinator and Assistant Financial Coordinator with the training and scheduling of other Club Resource Center Assistants, assisting with the coordination of various services such as acting as a resource for Club inquiries and Student Government, acting as receptionist in greeting and scheduling appointments for various staff, coordinating the accurate distribution of Cash, Petty Cash, Visa Cards, Checks and the security of resulting funds, maintaining the club folders, and coordination of delivery of packages.

II SPECIFIC RESPONSIBILITIES

1. Serves as a receptionist for the Club Resource Center and keeps accurate accounting of number of interactions for each work shift.
2. Receives and distributes administrative and financial forms.
3. Coordinates the proper submission of financial transaction requests including Petty Cash, Deposits, Checks, Visa Cards, Van Request Forms and Additional Funding Request Forms.
4. Counts out clubs' deposits and writes out receipts
5. Attends to the security of funds received.
6. Schedules appointments for various staff with electronic calendar system.
7. Maintains mail folders for clubs and handles the daily distribution of Student Government mail.
8. Coordinates the delivery of packages to clubs and Student Government by notifying appropriate individuals.
9. Trains and coaches other Club Resource Center Assistants in proper process and procedures.
10. Creates work schedules for all Club Resource Center staff and assists with the coordination of coverage for the Club Resource Center.
11. Provides assessment data by creating reports for the Center for Campus Life Financial Coordinator.
12. Reconciles Student Government, WITR and Cultural Programming databases when required.
13. Initiates Office Max orders for Clubs and the Center for Campus Life staff as needed.
14. Provides clerical assistance to the Student Government Office Manager when required.
15. Additional duties as deemed necessary to support the Center for Campus Life Financial Coordinator.

III QUALIFICATIONS AND SPECIAL SKILLS

- Applicants must be detail oriented with emphasis on working in a meticulous manner.
- Applicants must be proficient with Microsoft Excel and Word.
- Applicants must possess excellent customer service skills.
- Applicants must understand the importance of confidentiality.
- Applicants must be able to work without close supervision and excel in follow through on projects and duties as assigned.
- Applicants must be dependable and possess good work habits.
- Applicants should have a desire to work with people from different cultures.

IV REPORTING RELATIONSHIP

Club Resource Center Graduate Assistant reports to the Center for Campus Life Financial Coordinator.

V COMPENSATION

Stipend for nine month position: \$9,300

*This document is in the process of revision. It may change without notice.

Updated 1/18/08