CENTER FOR CAMPUS LIFE

GRADUATE ASSISTANT – CLUB CENTER DESK ATTENDANT

General Responsibilities
The Club Center Desk Graduate Assistant is a position within the Center for Campus Life that supports the Financial Staff and all members of the Club Center. This position reports to the Manager for Financial Operations. Major responsibilities include co-supervision of the Club Center desk staff, including hiring, scheduling, and training along with time card review. This position also assists with the coordination of various services such as answering Club inquiries, coordinating the accurate distribution of Cash, Petty Cash, Visa Cards, checks and the security of all confidential forms and money.

Specific Responsibilities
✓ Co-supervision of the Club Center desk staff, including hiring, scheduling, and training along with time card review
✓ Coordinates the proper submission of financial transaction requests including Petty Cash, Deposits, Checks, and Visa Cards
✓ Counts out clubs’ deposits and writes out receipts and attends to the security of funds received
✓ Scheduling appointments for financial team with Microsoft Outlook calendaring system
✓ Coordinate the delivery of packages to clubs by tracking and notifying appropriate individuals
✓ Tallys and distributes tokens for award program for the clubs
✓ Provides assessment data by creating reports for the Center for Campus Life Financial team
✓ Distribute daily mail to CCL staff and clubs
✓ Attends Center of Campus Life meetings, at least once a semester
✓ Support department wide programs (flexibility to alter work hours as needed)
✓ Departmental committee assignment and responsibilities
✓ On-call/duty for late night program support three times per semester

Qualifications
➤ 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
➤ Must have availability to work during Club business hours (M-F 8:30am-4:30pm)
➤ Preference will be given to candidates who are accounting majors

Compensation & Terms
✓ Twenty (20) hours per week unless otherwise noted
✓ Hours will be determined in conjunction with the Assistant Director
✓ One (1) week of training prior to the start of the academic year (in August)
  Training will begin August 2015
✓ All graduate assistants employed by the Center for Campus Life must attend the entire training week
✓ Nine (9) month position from August/September 2015 – May 2016
✓ Renewable on an annual basis by mutual consent
✓ Note – those students from schools other than RIT are only eligible for graduate assistantships for one academic year
✓ Hourly wages of $12.75 plus $150 of meal debit each quarter