

Student Organization Financials

Graduate Assistant Job Description

The Rosenberg Center for Student Involvement creates engaging programs for students that foster experiential learning and facilitate holistic development. We guide students in a transformational process that encourages active participation in student organizations, traditional programs, community engagement, and leadership development.

Program Area: Center for Student Involvement

Supervisor: Associate Director of Operations and Technology

Graduate Assistant Position Description

The Graduate Assistant's primary responsibility is to assist in the overall management of financials for of at least 80 student organizations, including: the Student Bar Association, The UB Sports Clubs Council, the Student Events Board, and the UB Student Government Association. Assistance provided includes training student leaders regarding financials, troubleshooting financial matters with student leaders, monitoring student organization budgets and expenses, supporting the funding boards and processes, and data-entry related to purchasing and budgeting. Through these functions the GA is expected to successfully coordinate and execute financial management and administrative support for the Center for Student Involvement.

The Graduate Assistant is expected to be student-centered, administratively sound and task-oriented. Essential abilities include building and maintaining collaborative relationships with student leaders, problem solving and decision making, and working both autonomously as well as with a team. Strong customer service skills, robust computer skills, exceptional research skills and the ability to work successfully with a variety of campus stakeholders are also highly desired skills.

Consideration for employment is based on the review of a resume, interview and may vary based upon position and program area.

Graduate Assistant Responsibilities:

- Develop and implement effective and engaging student organization workshops regarding financial procedures, policies, and effective management of student organization resources.
- Act as a supplementary advisor to student organizations, providing advice to members with issues related to student organization finances and procedure concerns.
- Assist in development of funding board procedures and protocols for Student Allocations Board and Funding Oversight Committee; act as recording secretary to these entities.
- Set the agenda for Student Allocation Board and Funding Oversight Committee meetings.
- Assist in overseeing the allocation of student per head fees, auditing of all student organization accounts (internal and external), and the creation, implementation and enforcement of guidelines for expenditures.
- Utilize PeopleSoft financial software, process and organize student expenditure purchase order requests as well as the reconciliation of the department purchasing card.
- Assist in processing of university and state paperwork for student accounts managed by CSI.

- Administer and maintain accounts of student organizations in compliance with university and state fiscal procedures; assist in the reconciliation of accounts.
- Compile and maintain financial reports utilizing Excel.
- Assist in the management of CSI's student organization webpages and OrgSync (the student activities management software); ensure the data entry of all financial transactions.
- Meet with the Associate Director of Operations and Technology and/or the Director of the Center for Student Involvement weekly to discuss tasks and progress.
- Assist CSI staff in updating manuals, brochures, and other office documents as necessary.
- Work closely with CSI front desk staff and provide appropriate training and guidance regarding student organization finances and OrgSync financials to desk workers.
- All other duties as assigned by the Associate Director of Operations and Technology and/or the Director of the Center for Student Involvement.

Qualifications

Required

- Current University of Baltimore graduate student
 - Enrolled in at least two graduate courses (6-credits).
 - In good academic and disciplinary standing.
- Proficiency with Microsoft Office programs.
- Prior work experience which includes responsibility for at least one of the following: customer service, training and development, user experience, and/or a closely related area.

Preferred

- Experience with PeopleSoft Financials and/or the Oracle Database Systems.
- Graduate Academic Programs:
 - Business Administration
 - Business – Finance
 - Business – Accounting and Business Advisory Services
- Experience with budgeting and accounting procedures.
- Experience with webpage editing via a WYSIWYG interface and/or basic HTML.
- Experience as a student organization leader (e.g. President or Treasurer)

Assistantship Benefits

- Stipend – \$5,000 for 9-month appointment.
- Optional – contract work for up to 3 months.
- Tuition Waiver – minimum of six (6) credit hours paid for fall and spring semesters.
- Professional Development
 - 20 hours maximum per week, providing research and administrative support.
 - Professional experiences within desired field.
 - Enhance research skills and methodologies.
 - Leadership, interpersonal connectedness, and performance evaluations.
 - Increased professional network through University staff, faculty, student, and community collaborations.