

AS Business Office Work Study

Reports To:	AS Business Director	State Reimbursement Rate: 60%
State Job Classification Code:	390 - Other Professional, Paraprofessional, and Technical	
Position Requirements:	Must be eligible for WWU student employment. Additional qualifications listed below.	
Wage:	Student employee wage classification 2, beginning at \$8.85 per hour. Actual wage depends on qualifications and experience.	
Period of Employment:	Position lasts from fall to spring quarter	
Work Schedule:	10-15 hours per week; flexible around class schedule	

About the Department

The AS Business Office is responsible for facilitating the day-to-day financial operations of the AS, approving expenditures, managing program and club accounts, and advising the AS Board of Directors on all financial matters of the organization.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending AS staff development events as assigned.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Position Responsibilities

- Serve as a financial information resource for clubs and offices by:
 - Be available to assist them with financial matters
 - Establish and maintain 10 office hours per week determined by work study offer
 - Work in conjunction with the AS Business Director in interpreting Associated Students fiscal policies as they apply to expenditure of AS Funds
 - Provide Budget Authority training
 - Updating, revising, and publishing the Budget Authority Guide
 - Updating and revising the Budget Trackers
 - Improving and enhancing office processes and procedures

- Ensure smooth financial operation of Club Activities and AS Programs and Offices by:
 - Coordinate and work closely with the Viking Union Finance Office on all processes and procedures
 - Sort Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms
 - Update Business Office webpage regularly with relevant resources and information
 - Assist the AS Business Director and the AS Assistant Business Director with various special projects that enhance day-to-day operations
 - Performing other duties as assigned

- Contribute to the improvement and enhancement of the overall AS organization by:
 - Recommending improvements and/or changes to AS Fiscal Policies to the AS Business Director
 - Updating and revise all E-sign forms as needed
 - Updating and revise Budget Center

Minimum Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates
- Maintain a minimum of a 2.00 cumulative grade point average
- Ability to complete the entire term of the position
- Must possess a valid work-study award

Preferred Qualifications

- Background and/or interest of budgetary processes
- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities

Application Process:

All Associated Students hiring is done through the AS Personnel Office web-site (<http://as.wvu.edu/personnel/>) or the Student Employment web-site (<http://www.finaid.wvu.edu/studentjobs/>)

Please submit your application, resume, and cover letter detailing your qualifications.
Incomplete applications will not be considered.

The Associated Students is an Equal Opportunity Employer
Job Descriptions are subject to change in accordance with the AS Employment Policy