

## 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:

- o 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.
- o Attending AS staff development events as assigned,
- o Being knowledgeable of the AS organization and its general operations,
- o Serving on search committees as designated by the AS Personnel Director.

- Ensure the legacy of this position by:

- o Working with supervisor and Personnel Director to revise and update position job description.
- o 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:

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

- Ensure smooth financial operation of Club Activities and AS Programs and Offices by:
  - o Coordinate and work closely with the Viking Union Finance Office on all processes and procedures
  - o Sort Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms
  - o Update Business Office webpage regularly with relevant resources and information
  - o Assist the AS Business Director and the AS Assistant Business Director with various special projects that enhance day-to-day operations
  - o Performing other duties as assigned
  
- Contribute to the improvement and enhancement of the overall AS organization by:
  - o Recommending improvements and/or changes to AS Fiscal Policies to the AS Business Director
  - o Updating and revise all E-sign forms as needed
  - o 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*