**Basic Function and Responsibility**

The Graduate Student Association (GSA) of Boston College is a student-run organization which serves graduate students in the Graduate School of the Morrissey College of Arts and Sciences, the Lynch Graduate School of Education, the Connell Graduate School of Nursing, the School of Social Work, the Carroll Graduate School of Management, and the School of Theology and Ministry.

Additionally, the GSA coordinates the funding of the Graduate Students of Color Association (GSCA), the Graduate Pride Alliance (GPA), the Graduate International Student Association (GISA), and other graduate student organizations. The GSA serves two primary purposes: to provide programming to meet graduate student needs and advocate within the greater Boston College community for issues important to graduate students.

- The GSA will represent the interests of its members in their relations with the other members of the Boston College community and will strive to improve the general quality of the University as a whole.
- The GSA will establish and facilitate programs which are designed to meet the academic, social, and personal needs of all graduate students, and to ensure that the activities of graduate students are conducted in accordance with the principles established in the Preamble of the GSA Constitution.
- The GSA and the Office of Graduate Student Life (OGSL) will provide general information and services to graduate students concerning all aspects of University life.

The Director of Finance oversees the allocation and administration of all GSA funds, keeps the financial records of the GSA, and ensures that the official GSA annual budget is adhered to by the Executive Board, members of the GSA, and advocacy groups (GSCA, GPA, GISA) through an internal audit. This person also serves as the primary contact for GSA members regarding all financial concerns. The Director of Finance trains all organization treasurers and serves as the primary liaison between the Student Affairs Business Center, Student Services, and other BC administrative offices, in addition to serving on any special Committees.

**Duties**

- Maintain and update established internal financial system.
- Oversee the approval of all financial forms for 30+ graduate student organization accounts.
- Track, check, and maintain all financial and business records and documents for GSA expenditures.
- Provide financial support to club treasurers by answering questions during weekly office hours.
- Attend Treasurers Training and meet with SABSC representatives in late summer.
- Plan and present at fall and spring Treasurers Training workshops, including makeup sessions.
- Facilitate at least 1 focus group for club treasurers.
- Perform reconciliation functions for GSA account and Pcard.
- Advise graduate students on preparations and applications for GSA-funded grants.
- Maintain GSA grant application and distribution process.
- Create reports and analysis of all GSA expenditures on a semester basis.
- Send monthly Pcard Reconciliation reminders to all active organization Treasurers.
- Maintain and encourage a culture of effective and efficient use of the graduate student activity fee by all graduate student organizations.
- Serve as the primary contact for GSA members regarding all financial concerns.
- Serve as primary contact with Student Affairs Business Service Center for all GSA funded organizations.
- Ensure compliance with university, state, and federal guidelines regarding financial matters.
- Attend all GSA Senate, GSA staff, and OGSL staff meetings.
- Maintain and update GSA records on OGSL shared drive.
- Perform other duties and projects as assigned. Some evening & weekend work required.

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The ideal candidate will be energetic, detail-oriented, and possess the ability to work independently as well as collaboratively as a member of a larger team. We are seeking a candidate with the ability to exercise good judgment, manage a high volume of work, and meet overlapping deadlines. Candidates must possess excellent writing, oral communication, and interpersonal skills, and the ability to interact knowledgeably with professionals at all levels.

Requirements

- Enrolled in full-time graduate program at BC in the Graduate School of the Morrissey College of Arts & Sciences, Carroll School of Management, the Connell Graduate School of Nursing, the Lynch School of Education, the School of Social Work, or the School of Theology and Ministry. Preference is given to those entering their second year (or higher) at BC.
- In good academic standing.
- Correspond with the GSA/OGSL during summer for late summer and early fall GSA activities.
- Available to devote 20 hours per week (including designated office hours in the Office of Graduate Student Life; schedule to be reviewed and approved by Director of OGSL).
- Must attend 2016 New Graduate and Professional Student Orientation.
- Regular attendance at OGSL/GSA staff meetings.
- Knowledge of Microsoft Office suite and Google apps for work.
- Ability to learn and use MyBC student organization platform.
- Experience in managing a budget.
- Ability to generate, understand, and explain financial reports, balance sheets, and spreadsheets.
- Proficiency in problem-solving, attention to detail, an aptitude for troubleshooting, self-sufficiency, good math skills, and a commitment to accuracy.
- Excellent organizational skills and the ability to manage multiple priorities.
- Possess high level of maturity, integrity, and critical thinking skills.
- Ability to work well in a team and demonstrate initiative.

Other Considerations

- Demonstrate an ability to relate well with and advise students.
- Understanding and ability to articulate the needs of graduate students.
- Student Activities knowledge and experience in the areas of activities fee allocation and organization funding procedures.
- Appreciation for and commitment to the vision, mission, and core values of BC as a Jesuit Catholic University and knowledge of the GSA philosophy.
- Interest in working in environment involving shared governance and shared decision-making.
- Demonstrate a commitment to fostering a diverse working and learning environment.

Reporting Structure
The GSA Director of Finance reports to the Assistant Director of the Office of Graduate Student Life.

Compensation
All members of the GSA Executive Board are committed to working for 9 months starting late-August to mid-May and will receive a stipend totaling $12,000 over the course of the academic year.

Applications must be submitted on MyBC (https://orgsync.com/88643/forms/189271) by Friday, 3/25 at 11:59 PM.