Assistantship title: The Student Affairs Business Service Center Graduate Assistant
Reporting to: Stephanie Coleman, Business Manager for the SABSC
Hours per week: 20
Stipend: $9,000
Tuition Remission: 5 courses

Basic Function and Responsibility
Assist the Business Manager with the financial management of accounts that are under the direction of the Student Affairs Business Service Center (SABSC)

Job Responsibilities
• Support the Business Manager by maintaining established internal financial system
• Assist with the supervision of the SABSC undergraduate student assistants
• Facilitate spending needs of student organization and department funded and agency accounts by processing financial requests into PeopleSoft
• Handle bookkeeping for over 150 student organizations by tracking all financial activities and reconciliation of club accounts
• Maintain the SABSC shared drive and updates to chartstring lists
• Manage the SABSC Google Drive electronic filing system
• Update the SABSC Guidelines
• Provide financial support to club treasurers and staff by answering questions on a walk-in basis
• Participate in Fall Treasurers Training workshops
• Plan and present Spring Treasurers’ Training workshops and makeup sessions
• Facilitate Focus Groups for club treasurers
• Provide front office coverage and financial support to the SABSC team
• Participate in SABSC staff meetings, Student Affairs divisional meetings, GA VPSA luncheons, and graduate seminars

Qualifications
• Professional work experience, preferably in Higher Education Administration, Student Activities, Bookkeeping, or Business Administration
• Strong communication skills and the ability to relate well to both students and staff members
• Strong motivational and organizational skills
• Graduate student at Boston College who is enrolled in a full-time degree program, preferably in the Higher Education Administration or MBA program
• Able to work effectively on multiple tasks and be detail oriented
• Undergraduate experience as a student leader or member of a student organization a plus
• Strong understanding of Boston College policies and procedures a plus

If you are interested in the SABSC 2016-2017 GA position, please email cover letter and resume to Stephanie Coleman at steph@bc.edu.

The timeline is as follows:
• April 11 to 22: Review Applicants Information
• April 25 to 29: Interviews - you will be notified if you are selected or not selected for an interview
May 6th: Applicant notified and offered SABSC 2016-2017 graduate assistantship