Assistantship title: The Student Affairs Business Service Center Graduate Assistant
Reporting to: Stephanie Coleman, Business Manager for the SABSC

Hours per week: 20
Stipend: $10,500
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 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 My Files 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

**Contact**
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