Do multiple individuals hold this position at one time?  

☐ Yes  ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 1 - 2 hours per day, 5 - 10 hours per week.

The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: N/A.

Department/Position Overview

This position works with the BSC Budget Committee and the Office of Student Engagement and Leadership to manage the BSC Inventory, work on keeping all BSC funded accounts accurate and up-to-date on BLink, and check reimbursement submissions to make sure they meet all fiscal policies. The DFA is an ex-officio non-voting member of BSC Budget Committee and is required to attend weekly meetings of this committee to enhance communication.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Responsible for financial access trainings and helping students navigate BSC financing.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: B-Link website
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Familiarity with Beloit Student Congress and its governing documents