## Position Title
VPFP Student Assistant

## Hourly Rate
$7.50

## Department
Vice President Finance and Planning

## Supervisor
Sandy Fordell

## Work Location
Middle College 3rd Floor

## Account Number
01-63610-00000-00000-xxxxx

### 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 **up to 3** hours per day, **12** hours per week.

The student will work
- [x] Monday thru Friday
- [ ] Saturday
- [ ] Sunday
- [ ] any day of the week

Hours are available during the following times of the day: **Open**.

### Department/Position Overview
The Vice President for Finance and Planning is the Chief Financial Officer of the College. Working directly with the CFO and her Executive Secretary, the student will be taught to perform financial operations in accordance with established policies and practices including examination, analysis, maintenance, reconciliation and verification of financial records. The work involves research, comparative analysis, data entry into spreadsheets and other tools and many other tasks.

### Description of Duties and Tasks
- [x] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [x] Conform to an established work schedule; reliably work set hours as assigned
- [x] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [x] Maintain the confidentiality of departmental/employee/student information
- [x] Run errands on and/or off campus, including campus mail pick-up and delivery
- [ ] Perform light cleaning, departmental organization, and upkeep as required
- [x] Work efficiently and accurately without immediate supervision
**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: Microsoft Office, especially Excel, Word, Powerpoint a plus
- Familiarity with specific equipment, listed here: PC
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Economics/Finance/Business interest preferred
- Must be able to set priorities and balance multiple and competing priorities.
- Must be able to report to work on-time, as scheduled.
- Must be a take-charge, internally motivated individual who has strong time management and organizational skills and the ability to work independently with a minimum amount of supervision.