

Student Activities Assistant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Administrative Support	Local One	49	04/01/07	Classified	1 of 2

DEFINITION

To perform a variety of complex and responsible clerical duties relating to student organizations. Keeps and checks financial data, receiving and processing cash and checks. Performs customer service related duties. Provides general campus information and performs general public relation duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Prepare and issue receipts for monies collected from clubs and student government; and general cash sales (e.g. bus passes, Associated Students stickers, etc.). Deposit money.

Maintain records of accounts and perform reconciliation for student government, clubs, bookstore profits and student union.

Assist student organizations in their management of finances.

Maintain files and records on financial transactions which have occurred; prepare reports.

Provide administrative support to the Student Activities Coordinator; assist with scheduling rooms or equipment and/or prepare correspondence related to student organizations or their activities.

Respond to general or specific inquiries from students, faculty and others.

Assist in supervision of student assistants; monitor work flow.

Perform special projects relative to student organizations and activities as appropriate.

Perform a wide range of clerical and office support functions for student organizations and activities, using modern office equipment, computer programs, and preparing a variety of correspondence and forms.

Assist in monitoring compliance of college regulations as related to the student organizations and activities.

Perform related duties as assigned.



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MINIMUM QUALIFICATIONS

Knowledge of:

Rules and policies governing student organizations and activities.
 Principles and practices of accounting and bookkeeping.
 Methods of handling, receiving, and maintaining records of money received and disbursed.
 Modern office procedures, practices and methods.
 English usage, vocabulary, spelling, grammar and punctuation.
 Typical modern office computer software programs such as word processing, spreadsheets and data bases.

Skill to:

Provide service and support to a diverse population.
 Operate office equipment including computers and related software.
 Count money with speed and accuracy.
 Compile financial reports; maintain records and files.
 Type at a speed of not less than 35 net words per minute from clear copy.
 Perform clerical work of average difficulty.
 Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
 Function in a fast-paced environment with significant public contact.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience in the performance of clerical, accounting or bookkeeping assignments which involve public contact.

Training:

Equivalent to completion of the twelfth grade, or supplemented by training in accounting, bookkeeping or a related field.