Student Orgs Financial Services Aide

Job Description

Department: Student Organizations and Entertainment Office (Center for Student Involvement and Leadership)

Position Title: Student Orgs Financial Services Aide

Reports To: Student Organizations Coordinator

Eligibility: Open to all

Rate of Pay: Starting at $10.50/hr

Job Information: As a member of the Student Organizations and Entertainment Office, the student orgs financial services aide assists in the support of all student org-related bookkeeping/financial matters. Mainly, as a point person to assist student org leaders in understanding the appropriate processes of their UW Foundation accounts, how student orgs can spend funds, keeping accurate records of accounts, and preparing and making deposits as needed.

Job Responsibilities:

- Serve as the first point of contact for student orgs with financial question(s) and escalate to appropriate staff members as needed.
- Schedules/set up meetings with student orgs to go over financial informational items.
- Willingness to learn about a variety of university bookkeeping principles, practices, and procedures.
- Preparing and making deposits to the UW Foundation Office.
- Maintain accurate records of student org accounts.
- Oversees our p-card check-out process.
- Uwyo Cloud reconciliation process.
- Assist with IDT billing support of campus departments’ usage of weekly poster runs.
- Support of the Student Orgs & Entertainment Office Space

Competencies:

- Adaptability
- Service Orientation
- Attention to Detail
- Quality Orientation
- Decisiveness
• Analysis/Problem Identification

Requirements:

• Ideal candidate is an enrolled UW Student in good standing
• Ideal candidate will be available to work approximately 10-15 hours per week with the possibility for more for special events
• Position is for the academic 2022-2023 year, with the possibility of retention for the following academic year.

Preferred Knowledge, Skills, and Abilities:

• Knowledge of Microsoft Office: word, excel, and teams
• Basic bookkeeping practices
• Customer service experience
• Communicate effectively, both orally and in writing
• Ability to work independently (at times)
• Think critically and engage in active problem-solving

How to Apply:

• Please submit the following items to be considered a complete application to Gilbert Falcon, Student Organizations Coordinator at pfalcon@uwyo.edu:
  o A cover letter,
  o Resume or CV,
  o Two (2) work-related references
• Application period-Rolling until filled.