I. **Title:** Financial Services Assistant

II. **Description/Scope:** The Financial Services Assistant has the primary responsibility of assisting with the cash support functions of the University Union. The Financial Services Assistant will need to be familiar with cash handling and general University Union policies and procedures.

III. **Supervisor:** Financial Services Coordinator

IV. **Pay Level:** 2
*Compensation according to the University Union Wage Rate Guidelines (updated fall 2013)*

V. **Time Commitment:**
This position will require approximately 10 hours per week with shifts beginning at 8:00 a.m.

VI. **Responsibilities:**
- Assist with the daily cash register drawer support services for the Recreation Area, University Ticketing and Information desk, student orgs, and Shorewood Golf Course.
- Assist with the collection and reconciliation of the PHIL machines.
- Assist with student organization change fund procedures and revenue deposits.
- Perform other duties and projects assigned by the Financial Specialist and Financial Services Coordinator.

VII. **Qualifications:**
The applicant should possess cash handling and organizational skills.

**All University Union employees are required to take at least 6 undergraduate or 5 graduate credits per semester with a cumulative GPA of at least 2.0.**