

**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 University Union policies and procedures.

**III. Supervisor:** Financial Specialist

**IV. Pay Rate: \$10.00/hour**

*\*Compensation according to the University Union Wage Rate Guidelines (updated winter 2021)*

**V. Time Commitment:**

This position will require approximately 10 hours per week.

**VI. Responsibilities:**

- a. Assist with the daily cash register drawer support services for the Recreation Area, University Ticketing and Information Center & Student Organizations.
- b. Assist with Student Organization change fund procedures and revenue deposits.
- c. Perform other duties and projects assigned by the Financial Specialist and Financial Services Coordinator.

**VII. Qualifications:**

The Financial Services Assistant should possess communications skills, organizational skills and ability to work independently with little supervision. Knowledge of the University Union policies and procedures, previous cash handling and customer service experience is preferred.

**\*\*All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester and have a minimum of 4 semester of schooling left at time of hire.**

Updated: 01/10/2022