

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: \$9.25/hour**

*\*Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*

V. **Time Commitment:**

This position will require approximately 10 hours per week with some shifts beginning at 8:00am.

VI. **Responsibilities:**

- a. Assist with the daily cash register drawer support services for the Recreation Area, University Ticketing and Information desk, Student Organizations and Shorewood Golf Course.
- b. Assist with the collection and reconciliation of the PHIL machines.
- c. Assist with Student Organization change fund procedures and revenue deposits.
- d. 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 while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.**

Updated: 06/17

