

- I. Title: Student Organization Financial Assistant (SOFA)
- II. Description/Scope: The Student Organization Financial Assistant provides administrative, clerical, program, and financial management support for recognized student organizations. This position will be responsible for budget monitoring and maintenance, providing customer service for student organizations. Will work collaboratively with the University Services Associate II in day-to-day activities and Program Coordinator for Student Organizations.
- III. Supervisor: Program Specialist within the SEC
- IV. Pay Rate: \$12.25/hour *Compensation according to the University Union Wage Rate Guidelines (updated winter 2023)
- V. Time Commitment: This position will require approximately 15 hours per week.
- VI. Responsibilities: Assist Student Organizations with the purchasing process. Help in processing financial transactions. Reconcile organization budgets. Assist with fundraising questions, processes and deposits. Interpret various policies on the use of segregated fee funds in consultation with SEC staff. Monitor the SOFA email account. Develop and recommend policies, procedures, and guidelines to improve administrative and operating effectiveness. Help in the financial training of student organizations. Perform other duties and projects assigned.
- VII. Qualifications: This position requires computer proficiency in all Microsoft Office Suite programs, excellent communications skills, attention to detail, ability to work independently and as a member of a team, and the ability to manage multiple priorities. Knowledge of SUFAC policies and procedures, previous cash handling and customer service experience is preferred.
- VIII. Applications due by midnight April 14th, with shadowing in May and start date will be beginning of September

**All employees must be enrolled in at least 6 undergraduate or 4 graduate credits per semester and in good academic standing.