ASMSU/OSE

Job Posting: Business Manager Assistant
Reports to: ASMSU Business Manager
Hours/Week: ~5
Compensation: $10/hour
Location: SUB 221

Position Description
The business manager assistant will assist ASMSU's business manager in executing the mission of ASMSU. Primary responsibilities include creating weekly presentations for the ASMSU senate, reconciling cash deposits, analyzing payroll data, general office work, and assisting the ASMSU executive team with projects throughout the academic year.

Qualifications
• Strong interpersonal skills
• Strong knowledge and experience with Microsoft Excel and Powerpoint
• Ability to take initiative
• Ability to ask questions and listen
• Strong passion for helping students
• Preferred business/economics major

Qualified applicants are encouraged to apply online at http://www.montana.edu/engagement/employment.html

For questions please contact Andy Turner at asmsubusiness@montana.edu or stop by SUB 221

About ASMSU/OSE: The Office of Student Engagement (OSE) provides and facilitates student engagement opportunities for MSU students through a variety of programs, events, services, and activities. We are THE HUB for students interested in connecting with their fellow Bobcats through student government, student organizations, programs and events, and engaging in service to the community. The Office of Student Engagement fosters meaningful engagement opportunities that challenge, support and empower students to be leaders on campus, in the community and beyond. It is our vision to transform students through life-changing engagement experiences.