Registered Student Organization Funding Assistant
MSU Office of Student Engagement
2017-2018 Position Description

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 OSE is looking for a Registered Student Organization (RSO) Funding Assistant for the 2017-2018 academic year. The OSE, in conjunction with the Student Organization Funding Board (SOFB) distributes funds collected by the Student Organization Fee to registered student organizations for the purposes of supporting programs, projects, and events that help the organizations succeed in meeting their goals and foster positive student development. To learn more about student organization funding, visit: http://www.montana.edu/engagement/organizations/funding.php

The RSO Funding Assistant will be expected to work closely with the OSE Assistant Director, the Funding Board, and the funded clubs, to pay bills, reimburse clubs for expenses and balance their allocations to maintain current and accurate financial accounting for funded student organizations.

**Work Schedule:** Flexible, depending on academic schedule. 12-15 hours/week during academic year (excluding university holidays & breaks). Must be available to attend weekly Funding Board meetings, time TBD.

**Employment Start Date:** Flexible. August 21st, 2017, at the latest.

**Wage:** $10/hr.

**Eligibility:**
- Must be at least a part-time enrolled MSU-Bozeman student.

**Applicable Skills**
- Independent work ethic
- Strong people skills
- Strong communication skills, via phone, email, and in person
- Good written communication skills
• Attention to Detail
• Flexibility
• Strong computer skills
  o Working knowledge of Microsoft Excel
  o Ability to learn Banner

Job Duties
The person in this position will work under the direct supervision of the OSE Assistant Director and will be responsible to assist with:
• Distribution and collection of RSO Funding applications.
• Preparation of applications for Funding Board review.
• Attendance at all Funding Board meetings and will take minutes.
• Providing Funding Board with weekly updates on the status of club funding.
• Notifications to clubs of funding application outcomes.
• Meeting with funded clubs to provide an orientation before spending of funds.
• Building and maintaining Excel spreadsheets to monitor and track club spending of allocated funds.
• Timely processing of reimbursements to clubs for approved spending.
• Reconciliation of spending to Banner.
• Communications with funded clubs throughout the academic year.
• Assist Assistant Director with compiling reports as needed.
• Hold regular office hours.
• Depending on office coverage, ability to answer office walk-in questions will be necessary.
• Other duties as assigned.

Job Conditions
• This position works in an open, shared space. Ability to work in a busy and loud environment is necessary.

For questions, contact:
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To Apply:
EMAIL resume, cover letter and contact information for two professional references to Mandy St. Aubyn, OSE Assistant Director: amanda.staubyn@montana.edu. Electronic applications ONLY, please. Position open until filled.