Registered Student Organization Funding Assistant  
MSU Office of Activities and Engagement  
2015-2016 Position Description

The mission of the Office of Activities & Engagement (OAE) is to provide the campus community with resources and to connect students to engagement opportunities, within and beyond the academic classroom, as they develop the skills of future leaders and active citizens.

The OAE is looking for a Registered Student Organization (RSO) Funding Assistant for the 2015-2016 academic year. The OAE, in conjunction with the Student Organization Funding Board (SOFB) distributes funds collected by the Student Organization Fee to registered student organizations for the purpose 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 OAE Program Manager, 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. 10-12 hours/week during academic year (excluding university holidays & breaks). Must be available to attend weekly Funding Board meetings, time TBD.

Employment Start Date: August 24th, 2015

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 OAE Program Manager 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 Excel spreadsheets to Banner.
- Tracking allocations and notifying clubs of fund balances throughout year.
- Communications with funded clubs throughout the academic year.
- Assist Program Manager with compiling reports as needed.
- Hold regular office hours.
- Other duties as assigned.

**For questions, contact:**

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**To Apply:**

EMAIL resume, cover letter and contact information for two references to Mandy St. Aubyn, Program Manager: amanda.staubyn@montana.edu. Electronic applications **ONLY**, please.