

Business Program Assistant

DIVISION MISSION

Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT MISSION

To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services

MINIMUM QUALIFICATIONS

- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.
- Exhibit evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified college community.
- Proficient in Microsoft Office Programs such as Word, Excel, and PowerPoint.
- Must be able to maintain an average of 3-4 office hours daily Monday – Friday.

SCOPE OF POSITION

The Business Program Assistant reports to the Personnel Coordinator of Campus Recreation & Wellness and is responsible for offering support to the Business Admin/Finance Team including the Business officer, Accounting Technician and Graduate Assistant. The PA will be responsible for clerical duties and assisting with the execution of activities and personnel as assigned. Additionally, the Program Assistant is responsible for assisting the Admin/Finance Team in the planning and implementation of the functions of the Business Services area. This may include Business Services projects, data collection & research, memberships, customer service and other duties as assigned.

Responsibilities:

Accounting Specific Duties:

- Focus on the completion of assigned projects throughout the year.
 - Functions as the primary reviewer for all Pro-Staff Procurement Card packets to detect any errors present and ensure accuracy.
 - Assists the Accounting Technician with duties related to surplus which include: counting equipment and tagging select surplus items
 - Complete Reconciliations of CRW Department expenditures under the supervision of Accounting Tech
- ##### *HR Specific Duties:*
- Responsible for the training of all new student hires on Kronos procedures/practices and will, if needed, conduct one-on-one trainings with pro-staff on hiring processes.
 - Serves as the liaison Between Personnel Coordinator and Hiring managers
 - Performs audits of student employment by area to assist the Personnel Coordinator in ensuring accurate employment roster and data while upholding confidentiality of employee information.
 - Maintenance of Master Payroll database.
 - Maintain inventory and organization of Copy room. This includes bi-weekly inventory counts, restock of main supply displays, notifying personnel coordinator of low inventory and requests orders, and prepares memos related to the upkeep and recycling of used items.

Budgeting Specific Duties:

- Assists the Business Officer on Special Projects as assigned in addition to maintenance of the shared drive and collection of data and research related to budget and port orders.
- Entry level duties related to Human Resources, Payroll and Accounting.
- Copying, faxing, filing, on/off campus errands and general clerical support.
- Other duties as assigned by Business Team

As student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency

DATES OF EMPLOYMENT & COMPENSATION

- Starting hourly rate will be \$11.22/hr.
- Position is considered seasonal employment with varying hours dependent upon calendar of activities.
- Reports to the Personnel Coordinator of Campus Recreation & Wellness.

APPLICATION INSTRUCTIONS

Applications must be submitted through ECU's PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: campusrec@ecu.edu

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.