

Job Description: SOFO Graduate Assistant

Student Organization Finance Office, Office of the Dean of Students

Summary

The [Student Organization Finance Office](#) serves WFU Student Organization officers and members by providing a wide variety of financial management services, including Declining Balance Purchasing Cards, event ticketing and online sales, and a credit card mobile payment equipment program. As an integral part of SOFO operations, the SOFO Graduate Assistant will work with students to assess needs and identify appropriate services, manage our mobile payment equipment, and serve as an administrative assistant to the Financial Coordinator and the Manager of Finance and Operations.

Essential Functions:

- Working independently, manage SOFO mobile payment equipment loaner program
- Under direction of management, set up Cvent events from templates
- Perform administrative tasks in the Workday financial system
- Monitor email logs and follow up on pending issues, escalate to management as needed
- Create and distribute monthly financial reports to student organization officers
- Create schedule for Student Financial Assistants
- Correspond with students, staff and faculty as needed
- Attend team meetings and required training sessions

Required Education, Knowledge, Skills, Abilities:

- Current WFU Grad student in good standing
- Demonstrated ability to provide quality customer service to all individuals
- Ability to understand and apply basic Payment Card Industry guidelines
- Ability to quickly learn new software programs
- Ability to maintain strict confidentiality of privileged information.
- Willingness to learn about a range of university financial and event-related policies and apply this knowledge to student financial questions and concerns.
- Ability to multi-task and work independently
- Excellent interpersonal, communication, and time management skills
- Reliable, trustworthy and punctual
- Physical Requirements: light work; standing, walking, fingering, grasping, feeling, talking, hearing. Visual acuity to determine neatness and thoroughness of work assignments. Subject to both inside and outside activities.

Time Type Requirement:

Part time, 10 – 20 hours per week

Note to Applicant:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.