

Student Graduate Association (USC+GSC) Treasurer

What it's all about: Managing the SGA budget, from recommending allocations to processing receipts and refunds

The Main Responsibilities:

- Process ALL budget requests for student activities budget
- Keep accurate records of all activities and produce regular monthly e-mail reports for USC & GSC;
- Record expenses when they occur (i.e. within one day of making a check request), including the Petty Cash box
- Support clubs by being a part of Clubs Committee which includes maintaining and providing accurate records of club requests, allocations and expenses
- As part of Clubs Committee, meet with clubs to determine an appropriate budget and prepare a budget request to be presented in Senate meetings.
- Works closely with the Club Committee chair by helping with the maintenance of the Clubs Room.
- Provide any and all financial records to the stakeholders (i.e Student Body, Faculty, Staff) at all times. In addition, budget presentations in Senate meetings should be transferred to the SGA web site.
- Guide the Student Senate in budgetary decisions
- Chair Coup de Pouce Committee in the Fall and Spring, collaborating closely with
 - the Cultural Program Coordinator.
- Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules)
- Attend and work at all SGA-sponsored events, determined at the start of each semester
- Hold five office hours in the SGA office each week during the academic year
- Participate in new student orientation.
- Participate in SGA trainings and retreats and transition training with new SGA team in May
- Maintain information and transition manual for present and future SGA. Keep all check requests and receipts organized on the shared drive system.

The Perks:

- €400 stipend each semester
- €500 Orientation payment each semester
- Monthly phone stipend
- Access to the SGA Office, including a workstation, printing rights and a university phone line.

The Recommended Skills:

- Strong organizational skills;
- Enjoys working with numbers;
- Able to balance budgetary constraints with short- and long-term goals;
- Comfortable with Excel and basic accounting practices.