

Student Financial Assistant, Program Office Team Job Description

Position Overview

Do you want an opportunity to do work that will positively impact every other student on campus? Then consider joining the [Student Information Systems \(SIS\) Project](#) Program Office team. The SIS Project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system. The Program Office coordinates all the administrative, financial, project management and governance activities in support of the SIS Project.

The Student Financial Assistant provides accounting and finance support, including expense reconciliation and budget analysis. For example, the Student Financial Assistant will analyze monthly financial reports, comparing actual versus planned hours and expenses.

Working on the SIS Project is a demanding job - the expectations are very high - but the rewards are great. You'll be part of a multi-disciplinary team consisting of professional and student administrators, developers, project managers, and support staff. The outcomes of the project will impact the campus for years - even decades - to come.

Perks

- We do expect you to be working in the office (2850 Telegraph Ave, 6th floor, Berkeley) for the first couple of weeks but after that you can **work remotely**.
- You will be working on an enterprise-wide IT project gaining **direct experience** that can help launch your career.
- You can make **your ideas** about how to make the online web experience for students, staff & faculty a reality.

Qualifications

Required

- Intermediate to advanced Microsoft Excel spreadsheet skills.
- Mathematical ability.
- Accounting experience or accounting classes.
- Interest in studying business.
- Strong organizational and administrative skills.
- Close attention to detail.
- Responsible and dependable.
- Ability to work independently on assigned, sometimes complex, projects and complete them with minimal instruction.
- Commitment to work 10-19 hours/week during the spring 2016 semester.

- Commitment to work 20-40 hours/week during summer 2016.
- Minimum GPA of 2.0.
- Successful completion/clearance of a UC criminal background check and fingerprinting through the UC Police Department.

Preferred

- Math, Business, Engineering or Statistics major.
- Commitment to work 10-19 hours/week during the fall 2016 semester.
- Work-study is a plus.

Terms of Employment

1. The period of employment for this position commences in January 2016 and may continue through the end of the fall 2016 semester pending satisfactory job performance.
2. The position pays a wage of \$15 per hour. The student must be a currently enrolled UC Berkeley student with a minimum GPA of 2.0 (2.3 or higher preferred). Students with less than a 2.3 may be asked to limit their work hours.
3. The student is required to work 10-19 hours per week during the spring semester and 20-40 hours per week during the summer. A work schedule will be determined in consultation with your supervisor.
4. Initial employment with the SIS / Program Office team is contingent upon the successful completion/clearance of a UC criminal background check through the UC Police Department.
5. The student must complete an online training module about the Family Educational Rights and Privacy Act (FERPA).
6. Continued employment is contingent upon satisfactory job performance evaluation by your supervisor.
7. It is a requirement that anyone in this position work in a safe and responsible manner while not putting himself/herself or others at risk. This includes complying with applicable policies and regulations; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Job Duties

Financial Accounting

- Assist the Financial Analyst with account reconciliation.
- Compare and contrast data sets to locate errors.
- Provide budget analysis support.

Administrative Duties

- Update the Student calendar (bCal) regularly.
- Use Jira tickets to report on work.
- Attend monthly all-team meetings.