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**Job Title:** Student Assistant

**Department:** Office for Business and Finance

**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible with class schedule)

**Position Summary:**

The Student Assistant for the Alabama A&M University Office for Business and Finance will provide administrative and operational support to the Vice President's office and its various reporting units, including Auxiliary Services, Facilities, the Office of the Comptroller, Budgeting and Planning, Purchasing, Human Resources, the Bulldog Transit System, and Property Management. This role is essential in supporting the university's mission through effective stewardship and enhancement of its financial and physical resources. The assistant will gain practical experience in various administrative functions within a critical university division, contributing to the efficient operation of the institution.

**Purpose and Learning Outcomes:**

* Develop a foundational understanding of university financial and administrative operations.
* Enhance administrative and organizational skills through assisting with office functions, document management, and scheduling.
* Gain practical experience in supporting different functional areas within a large university division (e.g., finance, HR, purchasing).
* Cultivate effective communication and professional conduct through interactions with university staff, faculty, and external partners.
* Learn about the importance of fiscal responsibility and compliance in a higher education setting.

**Key Responsibilities:**

* Provide general administrative support, including data entry, filing, scanning, copying, and preparing routine correspondence.
* Assist with managing office supplies inventory and ordering as needed.
* Support scheduling and coordination for meetings, appointments, and events within the Business and Finance division.
* Help with record-keeping and document management, ensuring accuracy, confidentiality, and proper organization.
* Assist with basic research or data compilation for reports as directed.
* Serve as a front-desk presence, answering phones, greeting visitors, and directing inquiries appropriately.
* Provide logistical support for various projects or initiatives within the division's reporting units.
* Adhere strictly to all university policies, procedures, and confidentiality requirements related to financial and personnel data.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Pursuing a major in Business Administration, Finance, Accounting, or a related field.
* Previous experience in an office environment or with administrative tasks.
* Demonstrated ability to handle sensitive information with discretion and maintain confidentiality.
* Proactive, detail-oriented, and capable of managing multiple tasks simultaneously.

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5.
* Excellent interpersonal and communication skills (written and verbal).
* Strong organizational and problem-solving abilities.
* Proficiency in basic computer applications, including Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
* Ability to work 15-20 hours per week

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Professionalism – The student will be able to possess and handle confidential information and record appropriately.
* Communication – The student will be able to effectively communicate information to students, staff, and higher leadership.