Graduate Assistant, Financial Operations  
Campus Recreation  
Northern Illinois University

Campus Recreation: The department of Campus Recreation is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. The Campus Recreation department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Wellness, Open Recreation, Outdoor Adventure, and Sport Club activities.

Department Mission: Campus Recreation supports personal and academic success by providing outstanding recreation and educational experiences that are inclusive, stimulating, and encourage a lifelong pursuit of wellness. The department fosters community cohesiveness by facilitating opportunities for engagement, leadership, development, and collaboration.

Student Affairs Mission: The Division of Student Affairs supports student academic and personal success through strategic recruitment and retention initiatives. The division makes efforts to ensure student welfare and provide opportunities for engagement, leadership and services that promote persistence through the collegiate experience in preparation for the entirety of their lives.

The Position: This full-time (20-hour/week) Graduate Assistant will report to the Office Support Specialist and the Business Administrative Associate. The successful candidate will be responsible for assisting in the overall financial administration and management of the entire Campus Recreation department, including expenditures and budgeting, payroll analysis, managing and setting up profiles, inventory management, membership management, Event Business Management Software (EBMS) management (Ungerboeck), and reconciling deposits from the day to day revenues.

Responsibilities:

- **Written Communication:** Develop and maintain relative sections for the following:
  1. Appropriate record keeping and archiving
  2. Reconciling deposits and financial transactions
  3. Processing payroll and communicating information to members
  4. Budgeting and expenditure reports
  5. Membership information for each patron

- **Oral Communication:** Provide clear, concise information to the Office Support Specialist, Business Administrative Associate, and Campus Recreation Director regarding the expenditures, budgeting proposals, cost cutting measures, etc.

- **Development/Evaluation:** Assist in implementing and evaluating policies and procedures of various financial operations for Campus Recreation such as online registration policies, payroll procedures, etc.

- **Reconciling Deposits:** Reconcile the deposits on a day to day basis and resolve any discrepancies between the register and the OneCard reports.

- **Payroll Analysis:** Process payroll for each pay period and calculate the payroll expenses for the entire Campus Recreation department for each pay period.

- **Membership Management:** Responsible for all OneCard procedures; which includes downloading memberships and services for patrons onto their OneCards and informing patrons of programs, services, and expiring orders.

- **Event Business Management Software (EBMS) Management:** Responsible for the overall EBMS (Ungerboeck) management which includes activities such as programming of various functions for Campus Recreation, batching and reconciling processes from day to day service orders, verifying each service order posted by the registration worker, and checking for any errors, etc.
• **Teamwork/building:** Attend and participate in regular meetings such as full-staff meetings, student staff meetings, and Student Leadership Team meetings.

• **Organizational/Analytical:** Create and maintain financial data for each department.

• **Problem Solving/Crisis Management:** Monitor the day to day financial activities and assist in solving any crisis or problem that may arise.

• **Creativity:** Implement new or different ways of doing things such that the process can produce a more effective (or) efficient result.

• **Other:** Assist in other departmental activities and perform other duties as assigned.

**Requirements:**

• Admitted to NIU’s graduate school and enrolled in a graduate course of study.

• Pursuing a Master’s degree in Accounting or Finance or MBA with an emphasis in Accounting or Finance.

• This position is designated as security sensitive. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.

• Current certifications in CPR/AED, First Aid, and Blood Borne Pathogens, or obtained within two weeks after employment start date.

**Qualifications:**

• Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

• Ability to develop and implement comprehensive financial goals, strategies, and plans.

• Attention to detail and accuracy; ability to identify issues and follow through to resolve discrepancies.

• Good organizational skills and ability to work independently.

• Excellent written and oral communication skills.

• Ability to work in a dynamic, changing, and diverse environment.

• Genuine interest in gaining experience and knowledge to enhance skills in chosen career.

**Preferred Qualifications**

• Preference given to graduate students pursuing a degree in Business Administration, Accounting, or Finance.

• Related experience in a business and/or finance setting.

• Skills in operating Microsoft Office, Event Business Management Software, and/or related Financial Software.

• Genuine interest in gaining experience and knowledge to enhance career development in recreational sports marketing.

• Experience working in a customer/client environment.

• Experience working with diverse student and community groups.

• Experience in student employee supervision and evaluation.

• Experience in financial management.

**Compensation includes:**

• **12-month, 20 hours per week** (except when university closes for holidays, etc.).

• **Hourly pay at $12.50 per hour** (paychecks distributed semi-monthly).

• **Start Date:** June 1, 2017

• **Tuition:** Full tuition waiver (excluding student fees, any off campus fees, the cost of books, etc.)

• **No housing offered in resident hall and no meal plan.**

• **Other Benefits:** If funds are available, assistance in conference costs.

**Contact Information:**

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