Graduate Assistant, Financial Operations
Recreation and Wellness
Northern Illinois University

Recreation and Wellness: The department of Recreation and Wellness is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. Recreation and Wellness is a department within Student Affairs & Enrollment Management and the Student Life Community of Practice. The 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: In alliance with the educational mission of Northern Illinois University (NIU) and the Division of Student Affairs, Recreation and Wellness engages students in achieving lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, leadership development, and employment opportunities.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classrooms that inspire and support intellectual, personal, and civic growth for leadership in a diverse and complex world.

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 Recreation and Wellness including expenditures & budgeting, payroll analysis, managing & setting up of profiles, inventory management, membership management, EBMS management, 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, additional pay forms, and communicating information to members
  4. Budgeting and expenditure reports
  5. Membership information for each patron
- **Oral Communication**: Provide clear and concise information to the Office Support Specialist, Staff Clerk, and Recreation and Wellness Director regarding the expenditures, inventory status, budgeting proposals, cost cutting measures, etc.
- **Development/Evaluation**: Assist in implementing, and evaluating policies and procedures of various financial operations for the Recreation and Wellness like online registration policies, payroll procedures, etc.
- **Inventory Management**: Setting up an effective new system for inventory management and correspondingly follow up with the respective vendors if there are any discrepancies.
- **Reconciling Deposits**: Reconciling the deposits based on a day to day basis and solving the issues if there are any discrepancies between the register and the OneCard reports.
- **Payroll Analysis**: Processing payroll for each pay period and calculating the payroll expenses for the entire Recreation and Wellness for each pay period.
Membership Management: Responsible for the overall OneCard procedures; which include downloading memberships and services for patrons onto their OneCards. Informing patrons of programs, services, and expiring orders.

EBMS Management: Responsible for the overall EBMS (Ungerbock) management which include activities like programming of various functions for Recreation and Wellness, batching & reconciling process from the day to day service orders, verifying each service order posted by the registration worker and check for any errors, and charging bursar accounts, 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 if arises. During university closings and when directed by the Vice President of Student Affairs & Enrollment Management, assist in serving as one of the staff members to be present to carry out the essential services plan including oversight of Recreation and/or University programs and services.

Creativity: Implement new or different way 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.
- Currently 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 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, accuracy, identify issues, and follow through to resolve discrepancies.
- Good organizational skills and able 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 will be 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 experiences 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.

**Salary/Compensation for 12 months, 20 hours per week position includes:**
- **Start Date:** May 16, 2019
- **12-month, 20 hours per week** (except when university closes for holidays, etc.).
- **Hourly pay at $12.88 per hour** (paychecks distributed semi-monthly).
- **Tuition:** Full tuition waiver (excluding student fees, any off campus fees, the cost of books, etc.)
- **Housing in residence hall:** no
- **Meal Plan:** no
- **Other Benefits:** if funds available, assistance in conference costs.

**Contact Information:**
Natasha Johnson  
Business Administrative Associate  
Recreation and Wellness  
Student Recreation Center  
DeKalb, IL 60115  
815-753-9417  
njohnson11@niu.edu