

Assistant Treasurer

The Student Union Treasurer is the Chief Financial Officer of the Student Union. As the comptroller of all Union funds, s/he oversees and manages the entire money flow of over 1 million dollars of Student Activities Fee and other sources such as fundraising accounts of all Union Accredited Organizations (UAOs). In addition, s/he is responsible for setting the operations budget of the Union Government. The Treasurer also serves as a member of the Executive Board and an ex-officio member of the Finance Board.

During FY 2007 ~ 2008, the Treasurer will be assisted by a team of Assistant Treasurers in addition to the Budget Analyst, a full-time employee in the Office of Students & Enrollment.

Duties of Assistant Treasurers

- Act as special advisors on all finance-related matters
- Act as ambassadors to clubs and departments such as ICC, Hillel, and Athletics
- Perform duties as business managers
- Perform secretarial duties
- Check financial records and status on PeopleSoft
- Be involved in all aspects of policy-making procedures
- Accompany the Treasurer in selected meetings
- Manage my.brandeis.edu
- Perform any other duties assigned by the Treasurer

No previous experience is necessary. All Assistant Treasurers must attend training sessions from Monday, August 27, 2007 ~ Wednesday, August 29, 2007. If a freshman is chosen, a special schedule will be created just to accommodate conflicts with the orientation schedule.

Amount of Work

Approximately 7 ~ 10 hours a week
August 2007 ~ Early May 2008

Application

By 11:59 am on Monday, August 13, please e-mail the following documents to treasurer@brandeis.edu.

- A well organized and structured résumé
- Statement on why you would like to become an Assistant Treasurer