

Student Life Administrative Assistant  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=163296>

Downloaded On: Oct. 20, 2021 6:05pm

Posted Jul. 15, 2021, set to expire Nov. 14, 2021

<b>Job Title</b>	Student Life Administrative Assistant
<b>Department</b>	
<b>Institution</b>	Stevens Institute of Technology Hoboken, New Jersey
<b>Date Posted</b>	Jul. 15, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://stevens.wd5.myworkdayjobs.com/en-US/External/job/Hoboken-NJ---Main-Campus/Student-Life-Administrative-Assistant_RQ24483">https://stevens.wd5.myworkdayjobs.com/en-US/External/job/Hoboken-NJ---Main-Campus/Student-Life-Administrative-Assistant_RQ24483</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

\*Job Description\*

\*Student Life Administrative Assistant, Office of Undergraduate Student Life\*

Stevens Institute of Technology is seeking a Student Life Administrative Assistant for the Office of Undergraduate Student Life who is organized, proactive, welcoming, and has the capability to work well with college students. Specifically, the Student Life Administrative Assistant will be responsible for will support the staff with the daily functions of running the Office of Undergraduate Student Life, including general reception and office management responsibilities. In addition, the Student Life Administrative Assistant will process the budgetary allocations and financial transactions for the Student Life office and the Student Government Association (SGA), which oversees roughly 120 Recognized Student Organizations (RSOs), and a budget of \$1.5 million annually through the Student Activity Fee. The Student Life Administrative Assistant has budgetary, compliance, and event

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management duties.

This position will report to the Assistant Dean of Students & Director of Student Life and works collaboratively with the staff in the Office of Undergraduate Student Life on matters related to financial and general office administration.

### \*Responsibilities:\*

- \* Greet students, faculty, staff, and visitors on behalf of the office, address questions and refer to appropriate personnel
- \* Answer the Student Life main phone line and reply to general inquiries to the Student Life email address
- \* Provide support to student organizations and the office for mailing and receipt of mail, packages, purchases, and supplies
- \* Manage and process daily purchasing card and transaction requests and purchase orders made by roughly 120 student organizations and Student Life personnel
- \* Prepare timely payments on behalf of the office and student organizations in the form of disbursement vouchers, reimbursements, and purchase requisitions
- \* Refer to policies and procedures to provide financial advisement and process expenditures for the Student Activity Fees, approximately \$1.5 million annually, which is disseminated to the SGA and Office of Undergraduate Student Life for programming and capital purchases
- \* Communicate with organization leaders and staff members regarding purchasing card expenses and deadlines as well as review approved budgetary expenses
- \* Work in collaboration with the Student Government Association vice-president of finance to track student organization budgets
- \* Ensure that all financial policies/procedures are followed by student organizations
- \* Meet regularly with the student organization treasurers to provide advisement on expenditures, develop training for club leaders, and review club budget allocations
- \* Learn and utilize Stevens' electronic financial system (Kuali) and Concur to prepare purchase orders and other financial documents, contact vendors and keep accurate records and filing system
- \* Manage the hiring, training, and supervision of student employees to support front desk operations, financial processes, and event support
- \* Support large-scale university events, such as Pre-Orientation, Orientation, Move-in, Family Weekend, Founders' Day Ball, Tech Fest, Commencement, and other events as needed
- \* Other duties as assigned

\*Required qualifications: \*The successful candidate will be detail-oriented and organized with the ability to enthusiastically approach new projects and manage multiple tasks simultaneously.

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Candidates should possess the following qualifications:

- \* Prior administrative support experience needed, particularly in the area of budget management and reconciliation. Knowledge of higher education is a plus.
- \* A High School diploma is required; an Associates's or Bachelor's degree is preferred.
- \* Must have professional verbal and written communication skills. The ability to interact with all members of the Stevens community and visitors in a professional manner is required.

\*Knowledge and Skills: \*Strong interpersonal skills with the ability to deal with challenging situations in a diplomatic and calm manner, maintaining a customer service orientation. Proficiency in Microsoft Word, Excel, PowerPoint, Google docs, and the willingness to learn new technologies as needed. Knowledge of Concur and Quali systems is also helpful.

\*Department\*: Office of Undergraduate Student Life

\*Department\*

Office of Student Life

\*General Submission Guidelines:\*

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**