General Summary: Reporting to the Program Coordinator for Student Organizations, this graduate assistant for student organizations is responsible for coordinating the Student Activity Fee allocation process through OrgSync for all registered undergraduate student organizations. The graduate assistant provides support to all registered student organizations while assisting in the development of training tools to engage Student Activity Fee Board (SAF-B) members. The graduate assistant must be able to follow up with a variety of student organizations and individuals regarding SAF-B, OrgSync, and other related tasks such as the quarterly involvement fairs and the biannual student organization registration process. This is a ten month position.

Principal Duties and Responsibilities:
1. (20%) Assist Program Coordinator for Student Organizations in management of the Student Activity Fee Budget.
2. (20%) Review and process Student Activity Fee applications submitted by student organizations.
3. (10%) Provide training on the funding guidelines and requirements to Student Activity Fee Board members.
4. (10%) Facilitate monthly funding workshops for student organizations throughout the academic year to provide training and funding guidelines to presidents and treasurers.
5. (10%) Communicate funding awarded to student organizations, as well as provide feedback from the Student Activity Fee Board.
   a. Assist with the administration of the budget management system on OrgSync.
   b. Advise student organizations in terms of financial planning to support events, appropriate budgeting, and money management.
6. (5%) Prepare allocation report for the Vice President for Student Affairs concerning each funding hearing.
7. (5%) Prepare annual report for the department summarizing all Student Activity Fee allocations.
8. (20%) Support Program Coordinator for Student Organizations initiatives related to student organization registration, training, and support.
   a. Assist with the student organization registration process.
   b. Track student organization best practices, issues, policies, and assessment data based on programming and OrgSync registration.
   c. Co-supervise the student involvement ambassadors and their programming initiatives.
   d. Participate in all departmental staff meetings, retreats, divisional meetings and departmental events including OrgConnect, Involvement Fairs, FEST, and the Blue Demon Dance.
   e. Perform other duties as assigned by the Office of Student Involvement.

Principal Learning/Objectives:
1. The student will have an opportunity to put theory to practice in a student affairs office setting, specifically with the Student Activity Fee and with student organization registration.
2. The student will have an opportunity to advise the Student Activity Fee Board.
3. The student will develop practical programming and budget allocation skills.

Minimum Knowledge, Skills, and Abilities required:
- Ability to handle basic budgetary needs on a large scale
- Comfort with technology; able to pick up new technologies quickly
• Ability to work autonomously in a flexible and dynamic environment
• Ability to communicate effectively, with professionalism, to staff and students regarding how the funding process and OrgSync operates
• Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

Position Qualifications:
• Enrolled as full-time graduate student for 2016-2017 academic year (student must be current or entering graduate student in Counseling – College Student Development)
• Demonstrates ability to apply student development theory to practical experiences
• Strong organizational skills
• Experience in budget planning
• Strong written and oral communication skills
• Presentation or workshop training experience and skills

Hours/schedule:
Graduate assistantship will begin at the start of the Fall 2016 Quarter. The student will be required to work 25 hours per week between the hours of 9am-5pm unless otherwise noted. Renewal of the position may occur if the Student Involvement staff feels the student is satisfactorily progressing in their academic program, and are satisfied with the quality of work being provided by the student. The position is based on the DePaul University academic calendar.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs.