**Part-time Position Title**  
**Student Assistant, Business Services**

**General Statement of Duties**  
Provide administrative and accounting support to the daily operations to the Business Services office of Rec Sports.

**Typical Responsibilities**
- General typing, copying, filing and scanning
- Opening and distribution of mail
- Prepare, copy, file and distribute vouchers, accounting reports, etc. utilizing applicable software systems, i.e., Aggie Buy, Citidirect.
- Prepare daily working funds and/or cash deposits using point of sale software, Fusion and IPay.
- Assist with gathering information for reports
- Hand-deliver documents and materials to other on-campus locations
- Large amounts of data entry i.e., payables, receivables, deposits, inventory, and other assigned items
- Assist with office supplies for all staff including ordering, receiving, tracking, inventory, and organization of supply room
- Assist with photo copy machine usage and maintenance
- Participate in Business Service office meetings and/or on department committees as appropriate.

**Experience and Abilities**
- Working knowledge of computer word processing and spreadsheet applications; ability to learn new software applications when required
- Demonstrated organizational skills
- Ability to work independently and maintain confidentiality, on occasions will be unattended
- Strong interpersonal and communication skills
- Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems.
- Must be a currently enrolled student
- Previous clerical or cash handling work experience (paid or unpaid) (preferred)

**Training**
- Complete training provided by supervisor

**Environmental Conditions**
- Typical office environment
- Occasional outdoor exposure

**Pay Scale**
In accordance with departmental policy, Student Assistant, Business Services will start in Pay Scale A at a rate of $7.80 per hour and is eligible for a merit raise after four months of service.

**Learning Outcomes**
1) **Cash Handling**- Students will prepare daily working funds accurately, demonstrating knowledge of internal controls systems to ensure safety of assets.
2) **Customer Service**- Students will provide friendly and responsive service, articulating thoughts clearly and effectively in oral and written form.
3) **Professionalism** Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with others.
**How to Apply**

*You must be a currently enrolled student at Texas A&M University or Blinn College to be employed in this position for the Department of Recreational Sports*

To apply, please submit:

1. The [part-time employee job application](#), resume, and cover sheet for your application. Include a brief explanation to why you are seeking employment as a Student Assistant in Business Services for the Department of Recreational Sports within your cover letter. Please complete all of the following and turned into Student Rec Center Receptionists Office room 202 by 5:00 PM on Monday, November 1, 2019.

2. Attach an official copy of your Spring 2020 semester class schedule. If you have yet to register for classes please note that below:
   
   ______ I have not yet registered for Spring 2020 (check if appropriate)

3. Interviews will likely take place from Monday, November 11 through Thursday, November 14. Will you be available for an interview during those dates? (circle)  
   
   Yes  No

4. If hired, would you be available to work during the following time periods?

<table>
<thead>
<tr>
<th>Time Period</th>
<th>(circle)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Holiday 2019</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Spring Semester 2020</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Spring Break 2020</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>May Break 2020</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Summer Session 1 2020</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Summer Session II 2020</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>August Break 2020</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>Fall Semester 2020</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

5. If you will be working another job, please attach a copy of that work schedule.

   *Note – If your application is not legible, or if you are missing any of the required documents, you will not be considered for an interview. You will be contacted by e-mail regarding interview information, so please be sure to check your e-mail regularly after submitting this application.*

**Additional Information**

This position is to assist students in gaining real-world experience and hands on training in an office environment. Accounting/Finance majors preferred but not required.

**Contact Information**

For more information, contact Tracy Carroll, Business Coordinator III, tcarroll@rec.tamu.edu