<table>
<thead>
<tr>
<th>Part-time Position Title</th>
<th>Student Assistant, Business Services</th>
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</table>

**Job Description**

**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:


2. Attach an official copy of your Summer 2021 & Fall 2021 semester class schedule. If you have yet to register for classes please note that below:

   ______ I have not yet registered for Fall 2021 (check if appropriate)

3. Interviews will take place from Tuesday May 18- Friday May 21. 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 2021 (Dec 1-Jan 8)</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Spring Semester 2022</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Spring Break 2022</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>May Break 2022</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Summer Session 1 2021</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Summer Session II 2021</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>August Break 2021</td>
<td>(circle)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fall Semester 2022</td>
<td>(circle)</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. Summer 2021 work availability preferred.

### Contact Information

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