



**Position Title**

**Student Assistant, Business Services**

**Job Description**

- A. Provide Support to daily business operations
- B. Prepare, copy, file, and distribute purchase orders & invoices for payment
- C. Prepare daily deposits and working funds
- D. Maintain database for various departmental reporting/information
- E. Assist with compiling information for reports
- F. Other duties as required/special projects as needed

**Certifications Required**

No certifications required.

**Experience & Abilities**

- A. Working knowledge of computer word processing and spreadsheet applications
- B. Strong attention to detail
- C. Previous clerical work experience preferred, but not required
- D. Organizational skills
- E. Ability to work independently and maintain confidentiality
- F. Strong interpersonal and communication skills

**Work Hours**

Flexible schedule Monday-Friday between the hours of 8am and 5pm.

**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.

**TO APPLY: Fill out the Part-time Job Application found on the Rec Sports website (<https://recsports.tamu.edu/employment/> - Part-time Employment tab) and return it to the Student Recreation Center, Room 202. A cover letter and resume is preferred with application.**

**Contact Information**

For more information about this job, please contact:

Tracy Carroll  
Business Coordinator II  
4250 TAMU  
[tcarroll@rec.tamu.edu](mailto:tcarroll@rec.tamu.edu)