



University Student Center Vice-Chair of Finance

Mission Statement

The University Student Center of California State University, Stanislaus is the hub of campus life. As a not-for-profit organization, our mission is to provide quality facilities, services, and programs, to complement and enhance the academic experience. The Student Center is designed to create a sense of belonging, a welcoming environment, and a safe space for students, faculty, staff, alumni and the community.

Job Summary

The Vice Chair of Finance shall assume the responsibilities of the Chair of the University Student Center in the absence of the Chair and Vice Chair and shall serve as Chair for the Budget Committee of the University Student Center as well as assisting the Chair and Vice Chair in any projects. The Vice Chair of Finance serves as the corporate chief financial officer of the organization.

Duties

- Assume the duties of the Chair, in the absence of the Chair and the Vice Chair.
- Act as a signatory on all purchase requests.
- Create or edit any policies as updates are made within the Student Center.
- Co-chair Budget Committee during the Fall semester with ASI Vice President of Finance.
- Work closely with the Executive Director to ensure that the budget needs are being met.
- Chair the Student Center Budget Committee during the Spring semester.
- Prepare and present quarterly reports of the budget to the Board of Directors.
- Draft budget for the following fiscal year.
- Complete a final draft of the budget by the first Board meeting in May.
- Sit on university wide committees.
- Conduct all performance reviews as outlined in the Student Assistant Personnel Policies and Procedures Manual.
- Carry out all other duties as assigned by the Board of Directors, Chair, or Executive Director.
- Attend all board and student assistant trainings, workshops, and retreats
- Develop and execute SC budget transparency efforts to keep students and the broader campus community informed on fee allocation

Skills & Qualifications

- Proficient in basic math, spelling, and English grammar
- Knowledgeable with programs such as MS Word, Excel, and Outlook
- Self-motivate with a willingness to learn
- Possess good organizational and problem solving skills
- Has a positive attitude with good customer service skills
- Excellent written and oral communication skills.
- Willingness to work with a versatile, flexible, and ever changing environment with enthusiasm
- Ability to handle multiple tasks at once to meeting deadlines
- Must be currently enrolled, matriculating CSU Stanislaus student with a minimum 2.5 GPA
- Be a member of the SC Board of Directors

- Undergraduate candidates must have earned no fewer than 10 semester units of academic credit at CSU Stanislaus with a minimum GPA of 2.5. Candidates must maintain a minimum of 7 academic credits during term and maintain a 2.5 or greater GPA.
- Post-baccalaureate candidates must have earned no fewer than 3 semester units of academic credit at CSU Stanislaus with a minimum GPA of 2.5. Candidates must maintain a minimum of 3 academic credits during term and maintain a 3.0 or greater GPA.
- Graduate candidates for office must have earned no fewer than 3 semester units of academic credit at CSU Stanislaus with a minimum GPA of 2.5. Candidates must maintain a minimum of 3 academic credits during term and maintain a 3.0 or greater GPA.

* Work an average of 15 -20 hours per week.

* Must be available on Thursday's from 3:00 p.m. to 5:30 p.m. for meetings and board sponsored events and activities.

* The SC Vice-Chair of Finance position is a one-year term position.

Salary: \$17.50 per hour **Classification V**