

**Office Manager**

***Executive Branch***

*Appendix 22*

1. General Information
2. Act as assistant to the Financial Vice President and perform necessary office management duties.
3. Supervised by the Financial Vice President.
4. Essential Responsibility
5. Responsible for the assistance of administration of the ASGSCU budget and of ASGSCU club funds, and other managerial tasks.
6. Specific Responsibilities
7. Financial Management
8. Assist in the monitoring and processing of all ASGSCU and RSO financial transactions
9. Accept and qualify RSO expense requests and assist CSL staff with processing RSO transactions
10. Promote equitable and efficient use of ASGSCU funds.
11. Assist in monitoring RSO discretionary funding and spending
12. Office Management
	* + - 1. Assist and coordinate supply ordering for ASGSCU
				2. Organize and arrange office spaces and resources
13. Act as a liason between the Finance Division and the Student Affairs Committee of the Student Senate.
14. Additional responsibilities as assigned by the Financial Vice President.
15. Qualifications
16. Must be currently enrolled in at least one course as an undergraduate student at SCU.
17. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin etc...).
18. Must possess excellent communication and interpersonal skills.
19. Must be able to manage time effectively and meet turnaround deadlines.
20. Must be able to work effectively with a diverse population of students, staff, and faculty.
21. Must be of first year, sophomore, or junior standing.
22. Appointment and Compensation
23. Appointed to a one-year term of office by the Financial Vice President in consultation with the Student Body President and Student Body Vice President, and confirmed by the Student Senate.
24. Transition begins mid-Spring Quarter with outgoing Office Manager.
25. Time Requirements
26. Hold a minimum of 3 office hours per week during business hours.
27. Meet 1 hour weekly with the Financial Vice President.
28. Meet as needed with the Student Affairs Committee.
29. Meet 1 hour twice a quarter with the Archiving Committee.
30. Attend 1 Senate meeting per quarter.
31. Attend quarterly ASGSCU retreat.
32. Participate in all transition activities enumerated in the ASGSCU Bylaws.
33. Estimated hours per week: 5-10.