**Student Assistant Position**

**Position number**: 00002183

**Job Code**: 1870

**Starting salary**: $16 per hour

**Email Resume**: Rose Eseyan, Budget Analyst: [reseyan@cpp.edu](mailto:reseyan@cpp.edu)

**Phone**: (909) 869-2352

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

College of Business Administration is seeking an organized, reliable, and motivated individual. This position is under the general direction of the Budget Analyst and in conjunction with the College of Business Administration Dean’s office.

The Student Assistant is responsible for the following primary duties:

* Analysis and audit of various packets to ensure compliance to CSU, Cal Poly Pomona University, Cal Poly Pomona Foundation, ASI regulations, policies, and procedures.
* Will process various state and foundation funded disbursements by submission to University Accounting or Foundation Accounting.
* Will assist in tracking and maintaining:
  + Direct pay
  + Requisitions
  + Disbursement vouchers
  + P-Card Reconciliation
  + Budget Financial Spreadsheets
  + Responses to Faculty and Staff Via email
* Student will provide assistance in generating monthly reports for various departments and annual comparative, consolidated financial statements for the college.
* Ability to communicate findings verbally or by email to all Faculty and Staff.

**QUALIFICATIONS:**

Education/Experience

* Accounting major student at freshman level or higher is preferred.
* Working knowledge of Microsoft Excel, Word, and Outlook.
* Ability to maintain spreadsheets and databases.
* Attention to detail and accuracy.
* Positive attitude, patience, and enthusiasm to learn in a fast-paced working environment.
* Strong oral and written communication skills are required.
* Education or job experience in an office environment is a plus but not required.

**WORK SCHEDULE:**

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| Monday: | Flexible – Between 8:30am-5:30pm |
| Tuesday: | Flexible – Between 8:30am -5:30pm |
| Wednesday: | Flexible – Between 8:30am -5:30pm |
| Thursday: | Flexible – Between 8:30am -5:30pm |
| Friday: | Not available |
| Saturday: | Closed |
| Sunday: | Closed |

The position is 15-20 hours a week on campus and is flexible to accommodate the student’s class schedule each semester.