Graduate Assistant, Financial Operations  
Campus Recreation  
Northern Illinois University

Campus Recreation: The department of Campus Recreation is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. Campus Recreation is a department within Student Affairs & Enrollment Management and the Student Life Community of Practice. The department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Wellness, Open Recreation, Outdoor Adventure, and Sport Club activities.

Department Mission: In alliance with the educational mission of Northern Illinois University (NIU) and the Division of Student Affairs, Campus Recreation engages students in achieving lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, leadership development, and employment opportunities.

Student Affairs & Enrollment Management Mission: The Division of Student Affairs & Enrollment Management supports student academic and personal success through strategic recruitment and retention initiatives. The Division makes efforts to ensure student welfare and provide opportunities for engagement, leadership and services that promote persistence through the collegiate experience in preparation for the entirety of their lives.

The Position: This full-time (20-hour/week) Graduate Assistant will report to the Office Support Specialist and the Business Administrative Associate. The successful candidate will be responsible for assisting in the overall financial administration and management of Campus Recreation including expenditures, budgeting, payroll processing and analysis, managing and setting up of profiles, inventory and records management, membership management, program registration management, and financial reconciliations.

Responsibilities:

- **Written Communication:** Develop and maintain relative sections for the following:
  1. Appropriate record keeping and archiving
  2. Reconciling deposits and financial transactions
  3. Processing payroll, additional pay forms, and communicating information to members
  4. Budgeting and expenditure reports
  5. Membership information for each patron
- **Oral Communication:** Provide clear and concise information to the Office Support Specialist, Staff Clerk, and Campus Recreation Director regarding the expenditures, inventory status, budgeting proposals, cost cutting measures, etc. Clearly communicate information to all staff and patrons.
- **Development/Evaluation:** Assist in implementing and evaluating policies and procedures of various financial operations for Campus Recreation like online registration policies, payroll procedures, etc.
- **Inventory Management:** Set up an effective new system for inventory management and correspondingly follow up with the respective vendors if there are any discrepancies.
- **Reconciling Deposits:** Reconcile deposits on a daily basis and solve issues if there are any discrepancies between the register and financial reports.
- **Payroll Analysis:** Process payroll for each pay period and calculate the payroll expenses for the department for each pay period.
• **Membership Management**: Responsible for the overall management of membership services which includes downloading memberships and services for patrons onto their OneCards and informing patrons of programs, services, and upcoming service expirations.

• **EBMS (Ungerboeck) Program Management System**: Responsible for the overall management of EBMS which include activities such as: processing, batching, reconciling from daily service orders by checking for errors, verifying each service order, and matching each order with each bursar charge.

• **Teamwork/building**: Attend and participate in regular meetings such as full-staff meetings, student staff meetings, and Student Leadership Team meetings.

• **Organizational/Analytical**: Create and maintain financial data for each department.

• **Problem Solving/Crisis Management**: Monitor daily financial activities and assist in solving any crisis or problem when it arises. During university closings and when directed by the Vice President of Student Affairs & Enrollment Management, assist in serving as one of the staff members to be present to carry out the essential services plan including oversight of Recreation and/or University programs and services.

• **Creativity**: Propose and implement new or different ways of doing things to produce more effective (or) efficient results.

• **Other**: Assist in other departmental activities and perform other duties as assigned.

**Requirements:**
- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Currently pursuing a Master’s degree in Accounting or finance or MBA with an emphasis in Accounting or finance.
- This position is designated as security sensitive. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.
- Current certifications in CPR/AED, First Aid, and Blood Borne Pathogens obtained within two weeks after employment start date.

**Qualifications:**
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
- Ability to develop and implement comprehensive financial goals, strategies, and plans.
- Attention to detail, accuracy, identify issues, and follow through to resolve discrepancies.
- Good organizational skills and able to work independently.
- Excellent written and oral communication skills.
- Ability to work in a dynamic, changing, and diverse environment.
- Genuine interest in gaining experience and knowledge to enhance skills in chosen career.

**Preferred Qualifications**
- Preference will be given to graduate students pursuing a degree in Business Administration, Accounting, or Finance.
- Related experience in a business and/or finance setting.
- Skills in operating Microsoft Office, Event Business Management Software, and/or related Financial Software.
- Genuine interest in gaining experiences and knowledge to enhance career development in recreational sports marketing.
- Experience working in a customer/client environment.
- Experience working with diverse student and community groups.
- Experience in student employee supervision and evaluation.
- Experience in financial management.
Salary/Compensation for 12 months, 20 hours per week position includes:

- Start Date: May 16, 2016
- Salary: $1000 per month
- Tuition: Full tuition waiver (excluding student fees, which are approximately $1,020 per semester, any off campus fees, and cost of books).
- Housing in residence hall: no
- Meal Plan: no
- Other Benefits: if funds available, assistance in conference costs.

Contact Information:
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