POSITION DESCRIPTION

POSITION: Graduate Assistant, Oiler Enterprises

EFFECTIVE DATE: August 1, 2015

DEPARTMENT: Student Affairs

HOURS PER WEEK: EXEMPT _X_ NON EXEMPT _____ TERM 9 ___ 10 _X_ 11 ___ 12 __ MONTHS

REPORTS TO: Assistant Dean of Students, Director of Residence Life

POSITION SUMMARY

THIS POSITION IS RESPONSIBLE FOR: The GA for Oiler Enterprises is responsible for supporting the operations of the existing three student-run businesses and promoting the growth of the program to include more student involvement and the formation of additional student-run businesses. This position has responsibility for overseeing the financials of each business, managing credit card use, mentoring managers in each business, and other duties as deemed appropriate.

MINIMUM EDUCATION REQUIREMENTS: H.S._ASSOC__BACH_X__MAS__DOC__

MINIMUM WORK EXPERIENCE: 0-6M ___ 6-18M _X_ 18M-3YRS __ 3YRS+ ___

QUALITIES/CHARACTERISTICS:
• Excellent written and oral communications skills.
• Familiarity with income statements and other business financials.
• Experience with cash and credit card handling procedures.
• Proficiency in Microsoft Word, Excel, and Publisher.
• Knowledge of the University organizational structure.
• Background in business and helpful if the applicant has small business experience.
• Demonstrated ability to work interactively with students, community members, faculty advisors, and staff.

SUPERVISORY RESPONSIBILITIES: N/A

DUTIES:
• Oversee financials for each of the student-run businesses.
• Manage credit card use and complete monthly receipts for credit card statements.
• Visit each business at least 3 times each month.
• Assist managers in developing their yearly objectives.
• Assist the Director of Oiler Enterprises with completing yearly manager evaluations.
• Assist managers in succession planning and training of new managers.
• Attend manager’s meetings, take and disseminate notes from those meetings.
• Mentor student managers regarding business and operational procedures.
• Promote the student run business concept by speaking at clubs and organizations and other opportunities to foster the formation of new businesses.
• Assist new businesses with developing a business plan.
• Interface with the business office, ITS, the physical plant, and other on-campus offices.
• All other duties as deemed appropriate for this position.