

DUDLEY H. DAVIS CENTER
Business Staff Assistant
(approximately 2 positions available)

Business Staff Assistants support the Business Manager in managing the financial information of the Davis Center (Davis Center Operations and the Department of Student Life). These students learn the ins and outs of the University of Vermont's financial and procedural functions while processing invoices, answering questions, and utilizing the PeopleSoft financial system.

Responsibilities:

1. Assist in Davis Center space rental invoicing.
2. Responsible for creating purchase orders for Student Life.
3. Assist Business Manager in maintaining monthly budget reports for Student Life and the Davis Center.
4. Assist other staff members with budget inquiries.
5. Attend all scheduled meetings and training sessions.
6. Perform other duties as assigned.

Qualifications:

1. Enthusiasm for working in a diverse, team-centered environment.
2. Strong communication, organization, customer service, and problem-solving skills.
3. Ability to think creatively and “outside of the box”.
4. Ability to work under a deadline.
5. Attention to detail and ability to manage multiple tasks at the same time.
6. Excellent communication skills.
7. Reliable and responsible.
8. Ability to positively represent the Davis Center and the University.

Skills/Experience Acquired:

1. Increased understanding of accounting concepts, university budgeting, and event billing.
2. Real-world experience using the PeopleSoft Financial system.
3. Experience working on a diverse and environmentally-friendly staff committed to personal and professional growth.