

**RIT Student Employment  
Job Description Form**

**Job Title:** Student Administrative Staff

**Department:** Center for Computational Relativity and Gravitation, School of Mathematical Sciences, College of Science

**Department Contact:** Mayank Bindal

**Phone:** 5-5298

**Building Name:** Lab. For Applied Computing

**Room Number:** 74-2600

**Position Summary:**

To provide administrative and operational support for the Center for Computational Relativity and Gravitation (CCRG) to assist with management of its grant and research activities.

**Essential Tasks:**

Major responsibilities include but are not limited to:

- Processes CCRG purchasing and facilities activities
- Drafts invoices, cash advances, check requests, petty cash disbursements, travel expense reimbursements work orders and purchase requests
- Records and reconciles deposits and expenditures for CCRG budgets
- Oversees procurement card purchases and reconciliations
- Monitors grant, center and PI budgets, producing various reports as requested
- Maintains capital, software and non-capital equipment inventories
- Provides support to resolve facility issues, including telephone, computer network, signage, key requests and work orders
- Provides support for events and tours, such as travel arrangements and hospitality set-up
- Provides assistance updating public relations materials
- Types correspondences, copies documents, maintains grant files, may answer phone calls and questions, and refers messages appropriately

**Non-essential Tasks:** None

**Qualifications or Skills Required:**

- Excellent interpersonal, organizational, time management, communication, problem-solving skills
- Sensitivity to confidential information
- Strong experience with email (Outlook), spreadsheet management (Excel) and word-processing (Word) skills
- Ability to interact verbally and in writing with a diverse population
- Attention to details and conscientiousness
- Understanding of accounting and records management
- Ability to work 10 – 20 hours per week, including Summer Quarter

**Qualifications or Skills Preferred:**

- MBA (Finance/Accounting), MS (Finance) Candidate
- Previous budget, clerical or accounting experience

**Supervision Exercised:** None

**Supervisor:** Manuela Campanelli, Director CCRG

**Compensation:** Base rate \$10 per hour

**Apply to this position by emailing your resume to Mayank Bindal [mx6802@rit.edu](mailto:mx6802@rit.edu) by July 31<sup>st</sup> for full consideration.**

**SEO Level:**   5  

**Date:**   10-12-09  

**Approval:**   JS/JH