

**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 by July 31st for full consideration.

SEO Level: 5

Date: 10-12-09

Approval: JS/JH