University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration email your resume, cover letter and application form by Priority date - May 14, 2018 - however, the position will remain posted until a successful candidate has been selected.

Job Description (No Clerical duties permitted):
The Center for Student Business (CSB) graduate intern/Cooperative Business Coordinator, supervised by the Director of CSB, will actively participate in monitoring student business loans and repayment, developing new student businesses, training of undergraduate student interns, and CSB program development. CSB supports several long-standing, student-run, nonprofit business co-operatives: the Bike Co-op, Campus Design & Copy, Earthfoods, Greeno Sub Shop, People's Market, Sweets & More, Sylvan Snack Bar. This internship will provide an opportunity to further develop financial and other managerial skills and communication skills, and increase knowledge in the area of group dynamics and organizational development. Reappointment is dependent on department need, satisfactory performance evaluation, experience, academic standing and funding availability. Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Required Duties
1. Work with the Board of Student Businesses to develop "best practice" guidelines for student businesses and to monitor those practices, providing training and support as necessary.
2. Assist undergraduate students bringing new business ideas by developing business plans for presentation to the Student Government Association (SGA).
3. Educate, assist and evaluate the Undergraduate Business Consultants in CSB regarding financial management and other pertinent consulting topics that arise in the course of their relationships with the student businesses.
4. Initiate and facilitate students' understanding of conventional accounting methods and how they apply to actual procedures followed by student businesses as part of the University system.
5. Update and maintain cumulative historical records and prepare annual reports summarizing and analyzing the activities of student businesses for use as a foundation in financial planning in the following year.
6. Supervise, assist and evaluate the performance of undergraduate students participating in credit generating internships related to the student businesses and programs specifically designed for the student businesses.
7. Perform additional related duties as required

Compliance Requirements:
Graduate assistants in Student Affairs and Campus Life (SACL) have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and state laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA, and Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL Graduate assistants. These expectations may be amended in conjunction with changes in federal and/or state-mandated reporting requirements, and/or university policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as a graduate student in good standing during entire term of appointment.
2. Eligible for appointment as determined by the Graduate School.
3. Available to serve for entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Practical experience in cost accounting, budgeting and financial analysis; management experience; computer experience, including Microsoft Office;
6. Willingness to work with student-run groups; communication skills.
7. Ability and willingness to work some evening and weekend hours as is necessary.
8. Must be available for SACL training on Tuesday, August 28, 2018.

Preferred Qualifications:
1. Enrollment in an Isenberg School of Management Graduate Program;
2. General retail experience or retail experience in the food business;
3. Quickbooks or other financial software knowledge;

Additional Information:

Dates of Appointment: From 08/26/18 To 05/25/19

Hours/Wk 10 Stipend $ 25.23

How to Apply: Call ☐ In Person ☐ Submit Resume ☐
Dept. Name: Center for Student Business  Contact Person: Colette Nadeau, Personnel Coordinator

E-Mail contact: gasearchse@umass.edu

Bldg. Address: Phone: 413/545-3604