

Campus Design & Copy



Greenough Sub Shop



Sylvan SnackBar



Earthfood's Cafe



People's Market



Sweets 'N More



Tix Unlimited



Bike Coop

CSB Application For Consultant 2008

TO QUALIFY FOR AN INTERVIEW AND WORK FOR THE CSB YOU MUST:

- Be a **full-time ISOM undergraduate student at UMass**. (12+ credits)
- Be available to work at CSB for **4 consecutive semesters**
- Be able to attend:
 - 1) **MANDATORY Consultant Management Meetings from 4:00-6:00 p.m. Thursdays**
 - 2) **One 4hr weekend meeting**

OTHER DATES YOU SHOULD KNOW:

- **Deadline TBA by 5pm**: Applications due in our mailbox located in the Center for Student Business, 406 Student Union building, 2nd floor.
- Notification of Interview by **TBA**
- **Date TBA**: All interviews will be conducted between 7:00PM and 9:00PM (the time may change)
- **Wednesday October 1, 2008**, 5:00pm, Orientation

What is the CSB?

Established in 1975, the Center for Student Business (CSB) at the University of Massachusetts is a group of undergraduate student consultants who work closely with the individual student run businesses under the supervision of a Program Coordinator, Business Development Coordinator, Administrative Coordinator and Director. The **Student Government Association (SGA)** funds the Center for Student Business to provide guidance and training for registered student businesses at UMASS as stipulated in the Constitution and By-Laws of the SGA, updated 9.1.03, under Title VII, Chapter 9, Section 1 through 4.

The CSB learning community offers undergraduate students the opportunity to gain co-curricular training and education in cooperative management and financial accountability of a small business. Through experiential learning and team management, students develop organizational skills with members of diverse backgrounds.

What is a Student Business?

The Student Businesses are run 100% by undergraduate UMass-Amherst students. Students in the businesses, called co-managers, operate and manage their own business, combining participatory decision-making with record keeping and standardized bookkeeping practices. The businesses are self-supporting, using their revenues to cover their expenses, such as purchasing their own equipment and providing payroll for all the student co-managers. The businesses are expected to generate sufficient income to make the investments that will ensure long-term survival.

Consultant Responsibilities

The best way to look at the responsibilities of a Consultant is to organize them by tiers. The first tier is the fundamental basics of the jobs. The second tier is the tools used by consultants to do their job, and the third tiers are the support activities that tie the other two together.

1. **First tier:** A consultant's responsibilities are defined by the financial responsibilities designated by the SGA and the University to the CSB. The Consultant, as an **agent of the CSB**, will provide **guidance to co-managers and bookkeepers** on financial responsibility, cashout policies, cash flow, and inventory. This guidance task is further combined with the mandate of co-curricular learning: the required attendance at the CSB Consultant Management Meeting (CMM) where learning occurs from the CSB team, from each other and from sharing issues regarding the student businesses.
2. **Second tier:** The more detail responsibilities of this tier focuses on learning to use CSB tools to implement, analyze and evaluate the financial responsibilities of the Consultant: Reconciliation, Budgets and Monthly Performance Reviews (MPR).
3. **Third tier:** includes office hours, attendance of business **All Staff and committee meetings** (approximately 10-20% of total hours), monitoring of non-financial University and state policies within the business, contributions to CSB Committees, and identification of organization issues with the business that may impede satisfactory financial management practices or co curricular accomplishments. It is also important to understand the operations of a student business.

BENEFITS

As a consultant, you may find the work challenging as well as beneficial. In addition to the specific consultant job description cited below, the CSB works to enhance your skills with regard to leadership and community responsibilities as well as business management and accountability. Most consultants find that they benefit from this work by amazing job offers from a variety of companies, depending on your interests. These offers range from large consulting firms such as General Electric, Raytheon, KPMG, Accenture, for instance, to smaller corporations, with more defined missions.

TITLE: Undergraduate Business Consultant

DEPARTMENT: Center for Student Development/ Center for Student Business

HOURS EXPECTED: 10-12 hours for smaller businesses; 12-15 for larger ones

GENERAL DESCRIPTION

The Undergraduate Business Consultant will actively participate in the training of undergraduate student employees within the student business environment. The consultant will be responsible for the accurate documentation and timely reporting of financial figures for his/her assigned businesses and will effectively contribute in the organizational development of those businesses. This position helps to develop solid communication and business skills and increases knowledge in the areas of group dynamics and organizational development.

REQUIRED DUTIES

1. Provide education and training to student consultants, bookkeepers and co-managers in the areas of marketing, accounting, budgeting, financial analysis, computer software use, and retail operating systems (purchasing, inventory control, merchandising, etc.).
2. Reconcile student business reports with University financial statements, compile budgets and monthly financial statements. Monitor the flow of cash and inventory to help reduce theft. Present reports at CSB All-staff meetings and at the business' All-staff or Steering meetings.
3. Ensure business is abiding by CSB, University, and State policy. Ensure that financial documentation is being accurately compiled and submitted in a timely manner. Assist your business in meeting monthly reporting deadlines for inventory and cash-out.
4. Attend scheduled office hours. Call in when unable to keep hours. Offer training and assistance to other consultants & co-managers while staffing the CSB office. Maintain and archive computer & paper files for your business.
5. Participate in student business weekly all-staff meetings as an advisor and consultant in all areas relevant to the business. Maintain communication between your business and the Center for Student Business. Act as liaison between your business, CSB, SGA, Board of Student Business, Advisory Board, and University Administration. Research ideas for feasibility and guide decision-making of the business.
6. Participate in CSB All-staff meetings, committee work, Advisory Board Luncheons, Annual Student Business Dinner, CSB Workshops and special projects.

REQUIREMENTS & SKILLS

Solid communication skills, computer experience, willingness to work with groups, willingness to work some evenings, ability to work autonomously. Retail experience in food enterprises and experience with Excel and Microsoft Office and/or Quickbooks is a benefit.

SUPERVISION RECEIVED:

Director of the Center for Student Business
2 Graduate Coordinators
Administrative Coordinator

SUPERVISION EXERCISED: None

***PLEASE REMOVE THESE PAGES AND KEEP THEM FOR REFERENCE. Also, be**

sure to check out our website for more information

www.umass.edu/rso/csb

THANK YOU.



Application for Employment

Factors of Race, Sex, Age, Religion, National Origin or Handicap are not considered in the employment of students, in accordance with Federal and State Laws.

Type or Print Clearly

Date: _____

Name: _____
Last First Middle

Local Address: _____
Address City State ZIP

Home Address: _____
Address City State ZIP

Phone: _____ Social Security #: _____ - _____ - _____

E-mail: _____ Cell Phone: _____

Student I.D. #: _____ # of Credits Enrolled: _____ Major: _____

Cumulative Average: _____ Graduation Date: _____ Date Available: _____

REFERENCES:

Name Phone Relationship Years Acquainted

Name Phone Relationship Years Acquainted

AVAILABILITY: Check the boxes that reflect when you are **NOT AVAILABLE** to work.

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8-9:00 am							
9-10:00 am							
10-11:00 am							
11-12:00 am							
12-1:00 pm							
1-2:00 pm							
2-3:00 pm							
3-4:00 pm							
4-5:00 pm							

