TITLE: Cooperative Business Coordinator  
DEPARTMENT: Center for Student Businesses (CSB)  
PROGRAM: Center for Student Businesses (CSB)  
SUPERVISOR: Director, Center for Student Businesses  
APPOINTMENT TERM: September 4, 2022 to May 27, 2023  
*8/28/22 to 9/3/22 (required SACL & SEL training: 10 Hours)  
HOURS: 10hrs/week  
APPOINTMENT RENEWAL: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

General Description

The Program Coordinator will actively participate in the training of undergraduate student interns and in Center for Student Businesses (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.

A. Required Duties (some evening and weekend hours required)

1. Provide training, in the form of workshops and small group consultations, to undergraduate students participating in the Student Business program. This instruction shall be in the area of skills and techniques related to: strategic planning; financial analysis and planning; retail operating systems (purchasing, inventory control, merchandising, etc.); democratic management (decision making, organizational structures, etc.).
2. 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.
3. Initiate and facilitate students’ understanding of conventional accounting methods and how they apply to actual procedures followed by the student businesses as part of the University system.
4. Perform financial duties such as account reconciliation, audit, budget preparation, and sales and meals tax reporting.
5. Supervise and assist CSB committees on event planning, organizational and alumni outreach, marketing and social media, meeting facilitation, and skills workshop planning and development.
6. Perform additional related duties as required.
B. Requirements

Graduate student in good standing enrolled in a degree program within an academic area related to the job duties. Practical experience in cost accounting, budgeting, and financial analysis; management experience; computer experience, including Microsoft Office; willingness to work with student-run groups; communication skills; ability to work within a diverse student population; ability and willingness to work some evening and weekend hours as necessary.

Preferred: Enrollment in an Isenberg School of Management graduate program; general retail experience or retail experience in the food business; Quickbooks or other financial software knowledge; knowledge of collective or cooperative management structures.

Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life 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; 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.

Minimum Required Qualifications

- Enrollment as graduate student in good standing during entire term of appointment.
- Eligibility for appointment to this assistantship, as determined by the Graduate School.
- Availability to serve the entire assistantship term.
- Willingness to perform all mandated compliance reporting and related requirements.

C. Supervision Received

Work under the direct supervision of the Director of the Center for Student Business
D. Compensation and Benefits

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

Collective Bargaining Agreement

Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at: