

BASC

Job Description

Job Title: Student Manager-Business Office	Reports To: Business Development Director
Department/Unit: Business Office	Date: March 22, 2010

Position Summary:

Provides administrative and customer service support to the BASC Business Office.

Essential Function/Responsibilities:

1. Provides data collection and analysis using Microsoft applications, as requested.
 - a. Creates financial models and pro forma documents.
 - b. Prepares operating reviews and business plans for presentation.
 - c. Develops and implements tools for reporting processes including tracking metrics.
 - d. Provides data analysis for new business opportunities as requested.
2. Provides backup for all business office functions.
 - a. Opens and closes Business Office as necessary.
 - b. Responds to walk-in customers. Answers phones as necessary.
 - c. Explains and sells meal plans and Easy Money programs to incoming students.
 - d. Verifies meal plan and Easy Money transactions.
 - e. Prints, replaces, and reissues ID cards for students, faculty, staff, vendors and others.
 - f. Represents Dining Services at Open Houses and SOAR events
3. Performs various e-commerce functions, including: coordinates package contents with Marketing Director, organizes e-commerce supplies and items, performs month-end inventory, and updates sales spreadsheets.
4. Provides back up for other office staff and departments and performs other duties as necessary.

Physical Requirements:

- Must be able to lift 25 pounds on occasion.

Education/Training/Experience:

- Business Major preferred.
- Experienced with cash for point of sale system preferred.

Skills and Abilities:

- Good organizational skills
- Ability to communicate well with others, both orally and in writing
- Ability to work independently
- Good visual acuity in reviewing reports and using computer
- Extensive working knowledge of Microsoft Office, spreadsheets, and word-processing applications
- Good customer service skills and experience

<p>Date Posted: 6/2/10</p> <p>Applications will continue to be accepted until the position is filled.</p> <p>Salary Grade: \$8.25 per hour</p>	<p>Apply to: BASC at The College at Brockport Human Resource Office – Brockway Hall 350 New Campus Drive Brockport, NY 14420</p> <p>Electronic submissions may be sent to:</p> <p>bascjobs@brockport.edu</p> <p>*Attachments must be in Microsoft Word, rich text format, or PDF file.</p> <p>For more information please contact Mark Gardner at 395-2917</p>
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