

Job title: ASWSU Global Director of Finance

Hours: Minimum of 11 hours; Maximum of 16 hours a week

ASWSU Global Mission and Values

Our mission is to develop and maintain a supportive leadership organization by serving as advocates for the WSU Global Campus degree-seeking students and their unique non-academic needs and interests through online promotion, WSU employee engagement, and ASWSUG resources.

It's our vision to advocate for and enrich the online learning experience of students located around the world. We provide the vibrant and thriving online Cougar community with in-person and virtual, social and personal enrichment events, students outreach opportunities, academic support services like financial grants, scholarships, and much more.

Job Description

The Director of Finance oversees all ASWSU Global financials including, but not limited to issuing of approved student reimbursement requests and to ensure compliance of the promotion of all established ASWSU Global resources and reimbursements. t. Conducts financial assessments, monitoring of the budget, generating monthly reports, and establishing the yearly budget.

Duties and responsibilities

- Coordinate with the Director of Communications and Compliance to ensure the ASWSU Global Resources and Reimbursements webpages are up-to-date and accurate.
- Using student feedback, identify and create opportunities to expand and implement new student resource programs, while maintaining existing programs and removing ineffective programs.
- Partner with the Director of Diversity to ensure all student resources are distributed to students based on demographics and needs. Work with Director of Promotions, Director of Academic Affairs, and Director of Diversity to create, market and publicize student resources and assistance services.
- Assist the Advisor with all purchase requisition approvals and tracking for ASWSU Global.
- Approve and process all established ASWSU Global reimbursements according to Executive Board guidelines.
- Review and approve budget requests before sending to Vice President and President for final approval.
- Send approved purchase requests through appropriate channels for further processing.
- Track and maintain accurate records of all receipts and invoices paid relating to the ASWSU Global budget.
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- Maintain the ASWSU Global budget while keeping an up-to-date, available running balance sheet for Directors to reference.
- Create S&A budget request in early Spring 2023 for the following academic year to be presented to the RAA Committee for approval.
- Maintain open channels of communication with all students and Directors.



- Attend all ASWSU Global sponsored events either in-person or virtual.

Campus & Community Engagement

- Communicate with President and Vice President about student comments and concerns that come to your attention pertaining to WSU Global campus.
- Always represent WSU Global Campus in a positive and professional manner, both on and off campus, while serving as the ASWSU Global Director of Communication.
- Uphold and honor the Washington State University and ASWSU Global Mission Statements while serving as the ASWSU Global Director of Communications and Compliance.

Meeting Management & Committee Participation

- Attend all ASWSU Global Executive Board meetings and events, unless previously approved.
- Adhere to all the time requirements pertaining to office hours as specified in the Bylaws
- Provide concise Director report at each Executive Board meeting.
- Meet with President/Vice President on a monthly basis, or more when requested. Serve on committees within or outside of ASWSU Global, as appointed or requested by the President/Vice President.

Qualifications

- Currently enrolled S&A fee paying Global Campus student.
- Able to work and collaborate virtually.
- Maintain good academic and disciplinary stand with Washington State University for the duration of the term.
- Able to commit to a full term from April 2022 through May 2023.
- Willing to travel to in-person events and meetings.
- Possesses knowledge of leading and developing a team and maintaining relationships with leaders.
- Possesses excellent time management, communication, and interpersonal skills.
- Exhibits student leadership through the servant leadership model.
- Willing to be flexible with time commitments while maintaining a self-starter attitude.

