Job Announcement

Student Organizational Coordinator

Associated Students (AS) is the student government at San Francisco State University and serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State’s diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.

Incorporated in 1944, AS is a 501(c)3 non-profit auxiliary organization of the California State University (CSU) system, located on the campus of San Francisco State University.

Position SUMMARY
Under the supervision of the Assistant Executive Director of Business & Finance, the Student Organizations Services Coordinator manages all aspects of AS services related to supporting SF State student organizations, primarily related to application for and distribution of student organization funding.

The incumbent performs all work related to advertising the program, presenting the information to student organizations at various events and symposiums, prepares policies and processes for the management of the funds, and works closely with the Board of Directors and Student Organization Representative. The incumbent participates as staff support on various AS and broader campus committees and is an active member of the Business and Finance team as assigned by the Assistant Executive Director for Business and Finance.

- Manages all aspects of the student organizational funding program; serves as a counselor to student organizations that are provided funding through AS.
- Provides outreach and education to student organizations on funding opportunities; coordinates various workshops through the fiscal year to help student organizations with funding, expenditures, and finding resources.
- Provides support to student organizations with administrative aspects applications, budgeting, and presentation preparation; works with student organizations to determine budget presentation dates and logistics to the Finance Committee.

EDUCATION AND EXPERIENCE
- Bachelor’s degree in finance, accounting, business, public administration, economics, statistics, or a related field.
- Three (3) year minimum progressive experience directly preparing, administering, and monitoring of a budget consisting of several functional areas.
- Experience in managing a budget using both Excel as well as cloud-based budgeting solutions, such as Adaptive Insights, Sage, etc., preferred.
- Proficient in creating and managing spreadsheets and database functions. Gather data, compile information, and prepare reports.
- Ability to analyze and review the budgets.

**Salary/Benefits**
Salary range: $52,000 – 55,000 annually

Benefits (Employer paid)
- Medical (CalPERS), dental, vision, for employees and qualified dependents
- 12.5% equivalent of salary towards a Simplified Employee Pension (SEP) Plan
- Life insurance (Basic and AD&D Dependent Term Life)
- Long Term disability
- 14 Paid holidays plus Personal Holiday
- Sick leave accrued over time, approximately 12 days per year
- Vacation accrued over time, approximately 15 days per year

**This position is open until filled**

Link below to apply