
STETSON UNIVERSITY

BROWN CENTER

FOR FACULTY INNOVATION AND EXCELLENCE

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POSITION TITLE:	Office Management and Budget Specialist - Graduate Assistant		
JOB CLASS:	Graduate Assistant	SUPERVISOR:	Program Manager for Teaching and Learning
CLASSIFICATION:	Part	LOCATION:	DeLand
SUPERVISORY:	Yes	DEPARTMENT:	Brown Center for Faculty Innovation and Excellence

POSITION OVERVIEW:

The Brown Center for Faculty Innovation and Excellence:

Founded in 2014 by a generous endowment from CiCi and Hyatt Brown, the Center (www.stetson.edu/other/brown-center) promotes faculty vitality and vibrancy through learning opportunities that advance Stetson University's Teacher-Scholar Model. The center offers faculty mentoring and peer development programming, enterprising seminars and workshops, teaching and learning consultations, and learning technology support to enrich and sustain excellence in all facets of faculty life: learning and teaching, scholarship, leadership, and service.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

- The successful candidate will be a self-motivated and proactive thinker with proven critical thinking, organizational and management skills who will work as part of a team to ensure a positive, proactive, professional, efficient, and effective office environment
- . The qualifications and skills needed for this position include:
- Current enrollment as a Stetson graduate student.
 - Good decision making, analytical and problem-solving skills, well-developed learning, study, and effective time management skills.
 - Demonstrates attention to detail.
 - Must possess a demonstrated commitment to equity and inclusion and ability to effectively support traditionally un-served or under-served populations.
 - Strong organization skills, tact, and creativity; efficiency in handling problems; coordinating and reviewing budgets; handling several tasks simultaneously and sometimes unexpectedly; working in a fast-paced environment; and commitment to completing tasks to the highest standards.
 - The ability to communicate effectively across a diverse set of stakeholders, including administrators, faculty, staff and students.
 - The ability to work independently to prioritize and complete projects.

- Proficiency with current software and technology (Microsoft Office, Google Docs, Office 365) and the ability to learn new software systems as needed.
- Additional information:
- Year-Round position
- Required 20 hours per week, flexible schedule (will work with class schedule, exam preparation, and University holidays)
- Graduate Assistant monthly stipend and course tuition waiver.
- Reports directly to the Program Manager of The Brown Center for Faculty Innovation and Excellence, but there is shared responsibility among staff.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The successful candidate will be expected to collaborate with Brown Center staff to:

- Track monthly spending with Excel and Banner reconciliation
- Provide budget oversight of non-instructional units/departments
- Monthly credit card reconciliation
- Support preparation of annual budget requests
- Managing supplies for office and center programs
- Supporting event, meal ordering and planning
- Manage multiple forms of financial and reporting paperwork (check request, travel reimbursement, budget transfer, etc.)
- Support inclusion and equity strategies for faculty development that maximize diversity as a learning asset
- Contributing to an Operating Procedure Manual on center programs/events
- Recognize and maintain circumstances of a confidential nature

Application Procedure:

Applicants must submit the following materials: cover letter, resume, and the names/contact information at least two professional references to Chris Griffin, Office Manager, Brown Center for Faculty Innovation and Excellence at cggriffi@stetson.edu