APPLICATION FOR THE POSITION OF JUNIOR ASSISTANT TREASURER OF THE ST. LAWRENCE UNIVERSITY STUDENT ACTIVITIES FUND (SLUSAF)

All applications are due at Midnight April 4th, 2016

Description:
“The St. Lawrence University Student Activities Fund (SLUSAF) was established by the Thelomathesian Society to coordinate financial management of the Student Activities Fees collected from every full-time matriculated undergraduate and graduate student. With approval of the Thelomathesian Senate, SLUSAF funding generated from the Fee is allocated to support campus organizations, clubs, and students in their pursuit of programs of an educational, social, cultural, and recreational nature.”

Junior Assistant Treasurer is the first training position for the person who will become Central Treasurer (a member of the Thelomathesian Society’s Executive Board and Chairperson of the Budget and Finance Committee). Responsibilities of the position include working with the Business Office, holding office hours, filing check requests, being a member of the Budget and Finance Committee, approving contingency proposals, meeting with organizations, and creating the following year’s budget. Training is provided by the Assistant Treasurer and Central Treasurers and responsibilities augment as training progresses. This position includes a small stipend.

Requirements:
It is not necessary that applicants to this position be Economics majors/minors, however some basic accounting and computer skills are required. Applicants must be fully matriculated sophomores at St. Lawrence University who are willing to commit to work for SLUSAF for five semesters to ensure the continuity of the fund.

Further information can be obtained by emailing slusaf@stlawu.edu

To Be Included with Application:
✓ Applicant’s name, email, phone number and any additional contact information
✓ Applicant’s year of graduation and major (or anticipated major)
✓ Relevant experience (may be in the form of a resume)
  ○ Include leadership positions and dates held
  ○ Organization or work experience
  ○ Especially treasurer/accounting experience
✓ A one page statement describing your personal attributes or experience that would make you qualified to be Junior Assistant Treasurer and one day Central Treasurer.

Please return your application to the Student Info Desk in the Student Center and email an electronic version to slusaf@stlawu.edu.

Applicants will be contacted on Thursday, April 7th 2016 and allotted an interview time for Sunday April 10th 2016. The interview is a required part of the application process (please email slusaf@stlawu.edu about any conflicts). Applicants will know whether or not they have received the position Sunday night. The position begins immediately after hiring.

Thank you for your interest,

Jeanette Gitobu
SLUSAF Central Treasurer

Russell Jamie Brownback
SLUSAF Assistant Treasurer
Name: ____________________________  Class Year: ______  GPA: ________
E-mail: __________________________  CMR: ____________  Phone: ________
Intended Major: ____________________

Please answer the following questions. If additional space is needed, feel free to attach an extra page to this application.

1. If you have not attached a resume, or if there is anything you would like to make us aware of that is not included on your resume, please use the space provided below to list your relevant experience (e.g., leadership positions and dates held, organization involvement, on- and off-campus employment, any financial or accounting experience)

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2. Why are you interested in the position?

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3. What makes you a good candidate for the position?

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