



Finance

POSITION OVERVIEW

The **EXECUTIVE OFFICER FOR FINANCE OF THE ASSOCIATED STUDENT COUNCIL (ASC)** will serve as a primary representative of student engagement in campus life, and the community at large, by providing assistance through the means of financial management and forecasts. The Executive Officer will be responsible to help accomplish the goals and objectives set forth by Olivet Nazarene University, the Department of Student Development, and the Associated Student Council.

ELIGIBILITY REQUIREMENTS

1. Be enrolled as a full-time undergraduate ONU student
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord and be committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet
4. Understand and agree that this ASC position must take priority over other opportunities to work or serve on or off campus (i.e., Ministry Team, Resident Assistant, ROTC, Admission Ambassador, Varsity Athlete) *Students considering a secondary position on campus may not be eligible to serve as an ASC Executive Officer unless pre-approved by the Department of Student Development.*
5. Have completed both the Financial Accounting and Managerial Accounting courses
Please note that exceptions may be available by petition upon request. Those interested in petitioning may do so on the formal application.

REPORTING

Department: Student Development

- Dean for Student Life, Kathy Steinacker
- University Financial Advisors: Jason Johnson (primary) and Matt Floor (secondary)
- Student Body President
- Departmental Vice President, Dr. Woody Webb

FOCUSED EFFORTS

- Financial reports and forecasts
- Monitor financial details

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- Manage and balance ASC budget line items pertaining to clubs, organizations, and class councils
- Partner with department staff on tasks pertaining to executive officer budget line items
- Prepare for annual March Audit of the Associated Student Council accounts
- Provide administrative assistance in areas related to, but not limited to; communication, documentation, analytics, collaboration, and problem solving
- Engage with efforts that aide in student satisfaction and retention including, but not limited to, attending all school events
- Model and shape a culture of positivity, gratitude, and respect

COMMITTEE WORK

- University Steering Committee: Financial Committee

STANDING MEETINGS

- Executive Officer Team and/or Student Body President, monthly
- Voting Council, 3-4 meetings per semester
- Club President/Treasurer, as needed
- Dean for Student Life, as needed
- Financial Advisor, as needed

COMPENSATION

This position requires steady presence and being available at short notice. Compensation is \$12 per hour in Fall 2022, then \$13 per hour in Spring 2023. Compensation for training in Spring 2022 is a stipend of \$700 (estimated 50-60 hours of on the job training).

Pay will begin with an internship in Spring 2022 (February 7–May 6) then transition to hourly pay following graduation of the current executive officer for finance.

Hours beyond 20 should be pre-approved by the advisor with the intent to not exceed 25 hours on any given week. Some exceptions apply and the advisor will provide counsel.

NOTATIONS

The Executive Officer will work closely with university staff that are responsible for planning, designing, and developing large scale projects within their department.

There will be required training (internship) that will begin in February 2022. Hours in Spring 2022 are very flexible during the training months.

This paid position and its responsibilities will provide job experience, mentoring, career development, practical training, and public awareness.