SOFC eCommerce Graduate Assistant Position Description

**General Description**

A Graduate Assistant position is available with the Student Organization Finance Center (SOFC) in Student Activities. The SOFC is the on campus banking and finance center for over 1100 recognized student organizations (RSOs) at Texas A&M. This position is responsible for ensuring that TAMU, IRS, State Comptroller, and SOFC policies and procedures are followed. This position will train late spring 2021 and will work 20 hours per week during summer 2021 and the 2021-2022 academic year.

**Duties**

Primary job duties include training student leaders in SOFC eCommerce applications including TAMU Marketplace, Crowdfunding, and Credit Card Terminals; as well as supervising organization eCommerce operations.

The GA will provide support for the development and maintenance of the SOFC eCommerce applications; develop and trainings; and assist student organization officers, members and advisors as needed. This includes verification and approval of contracts between student organizations and the SOFC, generation of monthly reports, and invoicing credit card transaction fees. The GA will also assist with specialized business tasks and activities as assigned, maintain business files, communicate unit policies and procedures, and disseminate business information to staff and students.

**Education**

Required: Bachelor’s degree or 5th Year Accounting/Finance Equivalent  
Preferred: Bachelor’s degree in Business Administration/Accounting and Finance

**Experience**

Required: One year general office experience  
Preferred: One year in cash handling, marketing, and sales

**Equipment**

Working knowledge of standard office equipment such as copier, printer, scanner and computer.

**Knowledge, Abilities, and Skills**

Working knowledge of Microsoft products such as Excel, Word, Outlook, and database programs.

Knowledge of online storefronts. Excellent interpersonal and communication skills.  
Good planning and organizational skills.

Please submit resume and/or questions about the position to Nicole Elzy at nelzy@stuact.tamu.edu.