Position Description:

The Community Budget Coordinator provides administrative support and budget coordination for the CLS Program Manager and the Director of the Center for Leadership and Engagement. The key role of the Community Budget Coordinator is to assist in maintaining the fiscal records and policies outlined in the Associated Students of Highline College (ASHC) Financial Code to support programs utilizing funds to promote vibrant extra-curricular and co-curricular offerings to students, in addition to the greater campus community. Standard term for the position is an academic year, based on the needs of the Center for Leadership and Service and the commitment of the individual.

Duties and Responsibilities of the Community Budget Coordinator:

**Administrative Support - 35%**

- Format, compile, and upload documents to technology resources for use in S&A committee meetings
- Maintain ASHC records, including transcribing minutes of bi-weekly meetings
- Request and coordinate meetings for CLS/MCA unit in Highline Student Union 3rd floor conference rooms
- Arrange annual Budget Manager Trainings, track attendance, and provide follow-up documentation to those budget managers who attended
- Schedule single-occurrence meetings for the Director of the Center for Leadership and Engagement and CLS Program Manager using MS Outlook
- Assist with successful execution of all Center for Leadership and Service sponsored events
- Prepare documents for Associated Students of Highline College and Board of Trustees presentations

**Budget Management - 35%**

- Track the expenses and ensure the accuracy of the budget tracking sheets overseen by the Program Manager and the Director of the Center for Leadership and Engagement using Microsoft Excel
- Review and scan incoming expense and temporary budget requests from the extra-curricular and co-curricular programs under the Services and Activities (S&A) budget
- Reconcile the budgets overseen by the Program Manager and the Director of the Center for Leadership and Engagement using the Highline online budget – financial management system (FMS).

**Address Budget Concerns – 5%**

- Answer questions regarding the privileges and expectations of each budget manager
- Able to discuss each individual form needed for budget expenses
- Address functionality concerns of budget tracking spreadsheets
- Communicate proper uses of the Contingency Fund in accordance with student travel
- Understand fully the policies regarding per diem as determined by ASHC Financial Code
**Draft Forms/Follow-Up Documents – 10%**

- Create distribution lists for internal college staff/faculty specifically S&A budget managers or authorized signers using both MS Outlook, and MS Excel
- Revise CLS/MCA unit forms utilized by S&A funded programs
- Review presentations for S&A budget managers and update information as needed
- Create budget tracking sheets and assist in providing the basic training to new S&A budget managers

**Core Team – 10%**

- Plan and participate in Core staff meetings, projects and tasks
- Recruit and spark prospective students into leadership opportunities and involvement with the Center for Leadership & Service and Multicultural Affairs
- Maintain a welcome, vibrant and clean office environment

**Other Duties - 5%**

- Assist with evacuation procedures in the case of an emergency in the Highline Student Union
- Answer programming related questions to general campus
- Conduct quarterly self-evaluations
- Perform other duties assigned by supervisor

**Characteristics Desired:**

- Strong communication skills; ability to answer questions clearly and concisely
- Detail-oriented, accurate, and efficient
- Self-driven, able to work alone, and use critical thinking
- Intermediate computer skills, MS Office Suite (Word, Excel, Outlook, Access, Publisher) and Quick Books familiarity
- Friendly positive attitude, determined to provide excellent customer service
- Technology proficient – Media connectivity, HC Online Budget, multi-line phones, photocopier/scanner
- Able to multi-task, in fast paced environment with many distractions
- Familiar with Highline campus and knowledgeable of campus community
- Willingness to learn and explore new situations

**Work Expectations:**

- Register for minimum of six credits and maintain a minimum cumulative GPA 2.5 quarterly
- Students will participate in a quarterly reflective evaluations to identify leadership strengths and challenges
- Student will work an average of 15 hours minimum per week. Schedule to be coordinated around class schedule in agreement with supervisor and fellow team members to ensure coverage. This position pays minimum wage.
- Must be available to participate in Fall Training scheduled from late August through mid-September.