



# Community Budget Coordinator

## Job Description

### Position Description

The Community Budget Coordinator provides administrative support and S&A budget coordination for the CLS Program Manager and Director. 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. Support programs utilizing S&A 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

#### Administrative Support - 30%

- Maintain ASHC records, including transcribing minutes of bi-weekly meetings (Tuesday, 1:15 – 2:30 pm)
- Request and coordinate meetings for CLS/MCA unit in Highline Student Union 3rd floor conference rooms
- Schedule single-occurrence meetings for the CLS Director and Program Manager using MS Outlook
- Prepare documents for Associated Students of Highline College and Board of Trustees presentations
- Create distribution lists for internal college staff/faculty specifically S&A budget managers or authorized signers
- Revise CLS/CCIE unit forms utilized by S&A funded programs
- Review presentations for S&A budget managers and update information as needed

#### Budget Management - 30%

- Format, compile, and upload documents to technology resource for use in S&A committee meetings
- Assist with tracking expenses to ensure the accuracy of the budget tracking sheets
- In coordination with the CLS Program Manager and Director assist in reconciling S&A fund usage
- Assist with annual preparation of S&A budget spreadsheets
- Prepare and assist CLS Program manager send out budget proposals, preliminary and final allocation letters
- Communicate proper uses of the Contingency Fund in accordance with student travel
- Understand fully the policies regarding fund usage determined by ASHC Financial Code

#### S&A Budget Chair - 25% (Contingent upon ASHC Financial Code revision)

- Facilitate weekly S&A Budget Meetings from Jan – May (Wednesdays, 3-5pm)
- Prepare weekly meeting agenda and PowerPoint presentation
- Coordinate budget proposals to be reviewed in weekly meetings
- Email proposals weekly for committee members to review prior to S&A meeting
- Track budget proposals received and notate those reviewed or returned
- Understand fully the policies regarding fund usage determined by ASHC Financial Code
- Assign budget manager for student S&A committee members to interview
- Serve as student representative on the campus Budget Advisory Council
- Present for approval proposed S&A Budget for the next fiscal year to ASHC, Highline Executive Cabinet and Board of Trustees

## 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
- Perform other duties assigned by supervisor

## Core Team – 10%

- Plan and participate in Core staff projects and tasks.
- Attend all required training for professional development
- Actively participate in all CCIE and CLS programs
- Actively participate in CONNECT Program.
- Facilitate and engage in Core staff meetings (Mondays 4 pm-5 pm)
- Recruit and actively engage prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service.
- Maintain a welcoming, vibrant, and clean office environment that centers students' identities.
- Provide general office support when needed

## What you Bring:

- Familiarity with Highline's campus
- A commitment to diversity and creating an inclusive environment at Highline College
- Willingness to learn and grow as a student leader working with a diverse team.
- Ability to lead and support others effectively
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment
- Strong communication skills; ability to answer questions clearly and concisely
- Detail-oriented, accurate, and efficient
- Critical and analytical thinker
- 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
- Familiarity with accounting principles and budget development

## Work Expectations:

- Registered for at least 6 credits and a minimum of 2.5 cumulative GPA each quarter.
- Students will participate in a quarterly reflective evaluation help identify leadership strengths and challenges during the duration of the position.
- Student is required to work 15 hours per week. This position pays minimum wage.
- Attendance at all meetings for which the position is a member
- Maintain confidentiality when needed