Student Intern – General Business

Position type: Hourly  
Campus: University of Massachusetts Donahue Institute (UMDI)  
Department: Central Administrative Services Unit (CASU)

Primary Work Location:  
100 Venture Way, 3rd Floor, Suite 9, Hadley, MA 01035

Normal Work Schedule:  
Position is hourly for the academic year, ranging from 10 - 20 hours per week (during standard work hours) based on CASU needs and student availability. Day-to-day schedules will vary depending upon the needs of the Central Administrative Services Unit (CASU).

Job Summary:  
The University of Massachusetts Donahue Institute’s (UMDI) Central Administrative Services Unit provides a wide variety of support services to the nine business units including accounting, human resources, IT, marketing, business development, and more. The Student Intern – General Business will directly support the Associate Director, Senior Financial Manager, Fiscal Services Manager – AR, and Fiscal Services Manager – AP with various administrative tasks.

Essential Functions:  
The list of Student Intern – General Business functions include, but are not limited to:

- Run various financial reports in the University’s PeopleSoft and Summit financial systems
- Maintain Excel and SmartSheet databases
- Review and research various accounts receivable & accounts payable entries
- Convert files to electronic database and archive documents
- Provide scheduling and transcription services for various meetings
- Print and file financial documents
- Assist with various special projects

Other Functions:  
- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):  

- Demonstrated attention to detail and strong organizational skills required.
- Ability to:
  - effectively communicate in both verbal and written communications
  - maintain complete confidentiality and exhibit professionalism at all times
  - multi-task and work as a member of a team in a fast-paced work environment
  - organize work priorities and work efficiently in relation to work quality and requested timelines
  - work on site at 100 Venture Way in Hadley, MA and/or work remotely, including reliable access to high speed internet and a computer
- Applicants must be at least a UMass Amherst junior with the desire to continue working through their senior year.
• Ability to present documentation establishing authorization to work in the United States.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience):
• Academic major in business or a similar field.
• Eligible for work study.

Working Conditions:
• Environment is a busy, collegial office area resulting in multiple interruptions and requests for assistance.
• Some moving and transporting of supplies up to 20 pounds.
• The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Details:
• This position is funded by grants and/or contracts, and is contingent upon funding.
• No relocation assistance provided.
• This is an hourly non-benefited position.
• Any job offer within the Amherst Campus is specifically conditioned upon the potential candidate consenting to and successfully completing a background review.
• Pay rate of $14.00/hour.
• To be considered for the position, please submit a cover letter, resume, fall course schedule (if available), and amount of Federal Work-Study award to Cassandra DaSilva at cadasilva@donahue.umass.edu by 5:00pm Wednesday, September 8, 2021.