



Finance Director

Associated Students of Whitworth University

Purpose: The ASWU Financial Director will ensure the responsible and transparent stewardship of student funds, fostering a financially sustainable and supportive environment for all student initiatives. Through these commitments, the Financial Director will create a robust financial foundation that enables a thriving and dynamic campus community, where every student has the resources and support, they need to pursue their passions and contribute to the university's vibrant life.

Position Information: Executives will receive pay based on an 8.5-month, part-time position requiring approximately 20 hours per week. Employment begins at 9:00am August 18, 2025, for the start of executive training and will end at the conclusion of commencement on May 17, 2026. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct. Additionally, mid-semester retreats will typically occur each semester. Executives are required to plan and attend these events.

- Fall Semester responsibilities extend through Friday December 12.
- Spring Semester responsibilities extend through Sunday May 17 participating in commencement as directed.

Qualifications

- Strong communication skills to explain accounting procedures to students.
- Ability to facilitate both large and small group meetings effectively.
- Listen to and communicate constituents' ideas and concerns.
- Organizational and time management skills, especially with financial data.
 - Interact effectively with a diverse student population.
 - Motivate and delegate tasks to student committees.
 - Proficient with numbers and financial management.
- A working knowledge of the ASWU governing bodies and the policies, procedures, and operations of the ASWU and Whitworth University.
- Self-motivated and able to work independently.
- Responsible and reliable in completing tasks.
- The ability and desire to work closely with faculty, staff, administrators, and student leaders.
- Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- Proficiency in Microsoft office, including Teams, Excel and Outlook.
- Have manageable outside commitments.
- ASWU officers shall maintain a 2.5 GPA prior to and during their tenure. Any officer who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

Tasks and Responsibilities

Responsibilities

- Offer financial guidance and support to all members of the Associated Students of Whitworth University (ASWU).
- Reimbursement Training: Conduct training for Assembly members on the reimbursement process, including how to complete reimbursement forms, required documentation, and submission procedures, to ensure understanding and compliance with the business office policies.
- Fall Semester Budget Notification: Send an email during the first week of the Fall Semester to all Media Programs, Programs supported by ASWU, Club Officers, ASWU Executives, Coordinators, and Senators, informing them of the new budget amounts for the upcoming year.
- Monthly Budget Updates: Distribute a monthly email update detailing current budget amounts to Club Officers, Coordinators, and Senators, ensuring timely and accurate communication of financial information.
- Collaborate with ASWU staff to plan, execute, and evaluate student activities effectively.
- Maintain accurate records of ASWU's finances.
- Ensure timely completion of daily deposits when necessary.
- Work closely with the Student Activities Program Coordinator to address financial matters.
- Chair the Finance Committee to oversee fiscal operations.
- Conduct finance committee meetings bi-monthly.
- Chair the Budget Committee to create ASWU's budget.
- Coordinate the annual spring budget committee meeting.
- Maintain the integrity of ASWU's financial budget throughout the year.
- Keep the Financial Standard Operating Procedures of the ASWU up to date in Teams.
- Arrive approximately two weeks before the Fall semester to plan and implement training for the General ASWU Assembly.
- Support members of the ASWU to lead campus-wide programs and events.
- Serve on the ASWU Executive Committee and attend all meetings.
- Attend executive council, Assembly, and Board of Trustees meetings.
- Manage job specific financial accounts and coordinate event costs within the budget.
- Maintain at least 5 office hours within your office per week. It is important to spend time in the office engaging colleagues, constituents, and supervisors.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.)
- With the assistance of other executives, coordinate the ASWU workdays and team bonding days as needed.
- Become well informed and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed.

Represent Whitworth Students

- Ensure that all constituencies across campus including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.

- Actively solicit opinions from students in all constituencies seeking feedback regarding future and past events. As needed, share appropriate constructive feedback during weekly assembly meetings.

Integration with Other Leaders

- Work with the assembly, as needed, to assist event coordinators, senators and representatives.
- Contribute to the general programming needs of the community, actively assisting other leaders as needed, and regularly attend programs put on by others in student activities and ASWU.

Member of the ASWU Staff Team

- Collaborate with the executive team to lead all ASWU Assembly weekly meetings.
- Assist and collaborate with other coordinators and student leaders putting on events.
- Serve on at least one ASWU approved committee.
- Lead and participate in all orientations, training sessions, meetings, GE 330H (fall and spring) and retreats.
- Perform any other duties as requested by the Assistant Dean, Student Life Program Coordinator, and executive team.
- Meet weekly with the Assistant Dean of Student Programs.

Compensation

Compensation will consist of a stipend. A stipend of \$676.47 will be deposited into your bank account bi-weekly beginning September 12, 2025, through May 27, 2026. These payments are made via direct deposit to your bank account. Exceptions are as follows:

- The final fall semester stipend payment will be on December 23, 2025. You will not receive payment on January 12, 2026.
- If you do not work during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).