Job Opening
Title: Student Assistant, Finance and Administration
Haas Center for Public Service

Level/Pay Rate:
Students are paid on an hourly basis based on the suggested student wage scale and depending on experience. This position is qualified for Federal Work Study but not limited to.

Hours:
4 - 5 hours per week scheduled between the hours of 8am – 1:30pm M-F during the school year.

Reports to:
Clara Wong, Accountant at the Haas Center for Public Service

Mission:
The Haas Center for Public Service strives to inspire Stanford University to realize and just and sustainable world through service, scholarship, and community partnerships. The Haas Center is the hub of Cardinal Service, a university-wide initiative to elevate and expand service as a distinctive feature of a Stanford education.

Responsibilities:
- Assist in various projects and reports with the guidance from the Accountant.
- Provide administrative and organizational support with processing student records. Work out a systematic and organized procedure to keep track of record creation and termination.
- Help with account setup in the system, which involves working with large amount of records. Perform data entry with accuracy and within deadlines.
- Analyze raw data and put together reports for the appropriate use by the department.
- Create and maintain office documents using Excel, Word, and PowerPoint.
- Provide general support to the Finance and Administration team for projects as assigned.

Qualifications:
Student should be reliable, organized, accurate and detail-oriented. They should be a self-starter and able to follow up on responsibilities. Excel proficiency is preferred. Able to learn new system or computer applications. Must be able to maintain confidentiality of records and materials.

To Apply:
Please send resume to Clara Wong (clwong@stanford.edu). Applications will be accepted until the position is filled.