



**POSITION:** Treasurer of the Agapé Center Student Organizations

**HOURS:** 10 hours/week for 30 weeks

**DRESS:** Casual (Business casual on special occasions)

**PRIMARY SUPERVISOR:** Assistant Director of the Agapé Center

**SPECIAL QUALIFICATIONS:**

1. Organizational skills and the ability to work on several on-going projects at the same time
2. Detail-oriented
3. Accounting/budgeting skills
4. Ability to be a 'team player'
5. Self-starter, okay working behind the scenes, mostly independently
6. Effective communications skills
7. Working knowledge of Microsoft Excel

**PRIMARY DUTIES:**

1. Work closely with the Director of Outreach Teams, the Director of Service Trips, and the Director of Human Rights Awareness to create a budget for each organization at the beginning of every semester.
2. Meet with Supervisor on a regular basis.
3. Train and regularly maintain contact with the Student Directors & Outreach Coordinators to update them on their budgeting status and to provide support.
4. Serve as the primary contact person for all SGA budget-related questions throughout the Agapé Center.
5. Serve as the contact person for all financial matters between Student Forum, the SGA Vice President of Finance, the SGA Vice President of Organizations, and each of the Agapé Center organizations.
6. Represent the Agapé Center before the Student Senate and the College Administration.
7. Maintain integrated and standardized budgeting procedures covering each of the aforementioned Agapé Student Organizations.
8. Manage budget transfers and reimbursements for each of the Agapé Student Organizations throughout the semester.
9. Update expense worksheets and maintain receipts supporting organizational expenses.
10. Prepare a written end-of-year transition report and assist with the training of the new Treasurer of Agapé Center Student Organizations.
11. Participate in Agapé Center training and development activities.
12. Assist with front office coverage (working upstairs, answering phones and questions), as needed.
13. Perform other duties as prescribed by Agapé Center supervisor.

*"The Agapé Center's mission is to cultivate experiences with community partners to prepare individuals for lifelong service."*

For further questions, please contact us:  
Agapé Center for Service and Learning  
E: [AgapeCenter@messiah.edu](mailto:AgapeCenter@messiah.edu)  
P: (717) 796-1800 ext. 7255