**Position Title:** Fiscal Affairs – University Assistant

**Position Type:** On Campus Part Time employment

**Department:** Fiscal Affairs Travel Office

**Supervisor:** University Controller or designee

**Hours:** 19 hours per week, Monday – Friday or Minimum of 3 days per week

**Salary:** $20.00 - $25.00

**Responsibilities:** Provide support to the Travel office by fielding calls and questions regarding Travel. Assist departments in creating travel authorizations and provide other general office functions as assigned.

**Qualifications:** General knowledge of Microsoft products and ability to learn Travel Software – SAP Concur. Must possess excellent customer service skills including oral and written communication. Ability to multi-task and perform detail-oriented work is essential.

To apply, please email a cover letter, resume of job experiences and 3 professional references to [juana.calle@ccsu.edu](mailto:juana.calle@ccsu.edu) with the subject line: “Travel University Assistant Application”.