



**MARQUETTE UNIVERSITY STUDENT GOVERNMENT
2010 FINANCIAL OFFICE ASSISTANT APPLICATION**

Name	E-Mail	MUID
Current Address	City/State/ZIP	Phone
Class Standing (Spring 2010)	Anticipated Graduation Date	Major
Cumulative GPA	Credit Hours Spring Semester	

Position Description

Responsible for preparing financial paperwork, including employee payroll, processing check requests, and data entry. Assists with the student activity fee allocation process to student organizations and other office projects as assigned. Minimum of ten office hours per week expected. Reports to the MUSG Financial Vice President. Wage – \$7.25 per hour.

Please attach to this application your responses to the questions below, a resumé or college involvement activity list, and the names and telephone numbers of two professional references (employment supervisor or an advisor for activities, involvement, or academics).

1. Why are you interested in getting involved with Marquette University Student Government (MUSG)?
2. Articulate why you are interested in the Financial Office Assistant position.
3. What activities or involvement have best prepared you for this leadership position with MUSG?
4. Describe the business experience and leadership strengths you will bring to MUSG.
5. What time commitments do you have this year? How would you balance a position in MUSG with your academics and other involvement?

Which, if any, of the following computer programs are you skilled at using?

_____ Microsoft Word	_____ Intuit QuickBooks
_____ Microsoft Excel	_____ Filemaker Pro

Please submit your application and supporting materials to the MUSG Office, AMU 133, as soon as possible for best consideration. Review of applications will begin Monday, November 30 and continue until the position is filled. For questions or more information about any of the positions or requirements, contact MUSG at musg.finance@marquette.edu or 288-7416.

I understand that I cannot hold office with Marquette University Student Government if I am on academic or disciplinary probation and I authorize the review of my academic and disciplinary records for the purpose of verification.

Signature _____ Date _____