



*A program funded by the State of Michigan  
Department of Energy, Labor, and Economic Growth  
King-Chavez-Parks Initiative*

<http://www.wmich.edu/multicultural/stem>

# Now Hiring Budget Analyst!

For more information, visit our web site at:  
<http://www.wmich.edu/multicultural/stem>

## Starting Spring 2010

### Major Duties and Responsibilities

- Assist the director with grant implementation, staff supervision and training, budgeting, publicity and public relations, writing, research, presentations, and new project developments.
- Prepare and analyze various financial status or related reports, statistics, and projections:
  - ◆ Submit budget reports weekly to director and monthly to department's administrative assistant.
  - ◆ Assist with the preparation and submission of annual reports to funding agency.
- Monitor fund balances and payroll information and analyze accounts daily to accurately track appropriations, expenses, and/or revenues:
  - ◆ Compare submitted hours worked by employees with pay earnings reports to ensure consistency.
  - ◆ Monitor GLOW (General Ledger Online Web) transactions and correlate information with current and past budgets.
  - ◆ Coordinate budget corrections and revisions as necessary to ensure adequate funds for program coverage according to spending priorities.
- Provide financial advice to director for proper program planning and effective decision-making.
- Participate in staff meetings and provide relevant financial updates.
- Assist with general office functions including, but not limited to, answering telephones, filing, photocopying, and data entry.
- Assist the director and student program assistants with other duties as assigned.

**Pay Rate:** \$10/hr; approximately 10 hrs/wk

**Application Packet:** Completed application form (downloadable from web site), resume, two letters of recommendation, and an unofficial transcript.

**Contact:** Ms. Vunsin Hiew Doublestein, Director  
[vunsin.h.doublestein@wmich.edu](mailto:vunsin.h.doublestein@wmich.edu)

### Required Minimum Qualifications

- Knowledge of accounting and budgetary procedures.
- Familiarity with current versions of Microsoft Word, Excel, PowerPoint, Access, and Publisher, as well as Photoshop (or similar applications).
- Able to work independently with minimal supervision.
- Able to work with diverse populations.
- A cumulative GPA of 3.0 or better.
- Must have attained junior status.
- Possess and portray excellent communication, leadership, organization, and multi-tasking skills.
- Must be detail-oriented, flexible, dependable, and able to perform well under pressure.

### Preferred/Desired Qualifications

- Majoring in Accounting, Finance, Economics, Business, or Public Administration and/or related/relevant academic discipline.
- Experience working with grant-funded programs.
- Supervisory experience.
- Awarded work-study.

The Program is designed to promote student success through increased acceptance rates into undergraduate students' intended majors and increased college graduation rates of students. The STEM Program provides free one-on-one tutoring for many lower-level courses (1000 and 2000 levels) and selected upper-level courses (3000 and 4000 levels). In addition to tutoring, we provide students academic support through mentoring, counseling, multicultural activities, educational seminars, career and graduate school planning, and other resources to enhance their education and college experience, as well as to enable them to achieve a post-secondary degree.

The STEM Program strives to ensure that all students are given the full opportunity to discover and develop their talents, interests, and unique potential, and to provide a learning-centered and student-centered environment that presents the context for intellectual, cultural, professional, and personal growth during the college experience. Each student will learn to become an independent, confident learner and develop good study habits and time management skills.

The STEM Program is funded by the State of Michigan Department of Energy, Labor, and Economic Growth King-Chavez-Parks Initiative and Multicultural Affairs.