

Duke Catholic Center
Federal College Work-Study and Duke Work-Study Program
Funding Coordinator Job Description

Job Description:

The Student will:

- keep the DCC current on SOFC/DSG andUCAE Funding Request/Reimbursement by:
 - soliciting information from staff and Student Directors on events that require application to be submitted for funding
 - Submit and track applications, approvals and denials for funding.
 - Submit and tracking of payments, reimbursements for SOFC/DSG Funding
 - Submit and track orders placed via p-card, IR or any other form of funding from SOFC/DSG
- perform data base entry as requested
- perform general office duties (filing, printing, copying) as directed

Payment:

- \$15.00 per hour
- Every two weeks

Time and Term of Employment:

- August 23, 2022 to April 30, 2023
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours during Duke Catholic Center business hours 9am-5pm. Occasional hours to be worked after business hours during special events.
- Office location will be at the Duke Catholic Center's offices in the Page Building or the Falcone Arena House. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.