



ARE YOU LOOKING FOR WORK ON CAMPUS?

PAYROLL SERVICES

SOU Business Services Payroll Office is looking for a student worker to assist with filing and other clerical support functions. The Office of Payroll Services supports university compensation plans by disbursing payroll, maintaining compliance with federal and state guidelines, and by meeting other contractual obligations.

Student employees are an important part of many departments on campus and enhance a workplace that is vibrant and diverse. Student employment is intended to provide learning opportunities, increase employment skills, and complement the academic side of the university experience.

Duties of this position include:

- Filing records
- Processing documents—print, copy, scan
- Keying in data
- Providing clerical support on projects



541-552-6317

Ass't Payroll Manager

sou.edu/bus-serv/payroll/



ARE YOU LOOKING FOR WORK ON CAMPUS?

BURSAR & ACCOUNTS RECEIVABLE

SOU Business Services Bursar & Accounts Receivable administrative center is looking for a student worker to assist with filing and other office support functions. The Office of the Bursar is responsible for the billing of student tuition accounts and fees, and working with outside organizations from which the university receives payments. Services involve sending bills, making payment plans, and cashier related clerical tasks.

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Duties of this position include:

- Filing of bank deposit reconciliations
- Filing of void checks
- Filing of credit card receipts
- Matching deposit records to cashier sessions



541-552-6598

Accounts Receivable

sou.edu/bus-serv/bursar/



ARE YOU LOOKING FOR WORK ON CAMPUS?

ACCOUNTING CENTRAL

SOU Business Services Accounting is looking for a student worker to assist with processing documents, creating and formatting spreadsheets, maintaining electronic file system, and other office support responsibilities. The Accounting central office supports the campus community through financial analysis, reporting, and by accelerating organizational learning on policies and procedures.

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Duties of this position include:

- File organization
- Document processing—print, copy, scan
- Providing clerical support on projects
- Using spreadsheet skills



541-552-6631

Accounting Office

sou.edu/bus-serv/accounting/



ARE YOU LOOKING FOR WORK ON CAMPUS?

PRINT & COPY SERVICES

SOU Print & Copy Services is looking for student workers to assist in producing a wide range of university related high quality printing, copying and bindery services for students, faculty, staff and affiliates. Our department goal is to achieve this in a more convenient, efficient, timely and cost-effective manner than can be obtained from off-campus vendors.

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Duties of this position include:

- Assisting faculty, staff and students with print and copy needs
- Pre-flighting and imposition of customer files
- Operating various printing, bindery, and finishing machines
- Graphic design & typesetting



541-552-6134

printcopy @ sou.edu

facebook.com/SOUPrintCopy



ARE YOU LOOKING FOR WORK ON CAMPUS?

WEB TECH & MEDIA SUPPORT

SOU Business Services fiscal administrative support is looking for a student to assist in upkeep of online presentation of the Business Services website. The student will work within this digital environment to enhance the content for end users. The website provides campus information on business procedures and policy guidelines, campus-wide reports, and training materials.

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Duties of this position include:

- Perform on-going web maintenance for timely updates on existing site
- Assist in writing content
- Assist in development of an interactive website
- Maintain internal and external links



541-552-6631

Fiscal Coordinator

sou.edu/bus-serv/

SO | **Southern OREGON**
U | **UNIVERSITY**
BUSINESS SERVICES

Churchill Room 154 • 1250 Siskiyou Boulevard • Ashland, OR 97520 • 541-552-6131

Accounting • Bursar • Payroll • Print & Copy Services • Web Tech



SOU Office of Career Connections

<http://www.sou.edu/careers/student/index.html>

Hannon Library 113A • 1250 Siskiyou Boulevard • Ashland, OR 97520 • 541-552-6131



How to Apply for Student Job

<http://www.sou.edu/studentemployment/jobs.html>



Business Services

SOU Financial Services Office • 541-552-6631

<http://www.sou.edu/bus-serv/index.html>