

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 and UCAE 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

**Wages:**           \$11.00 per hour

**Payments:**       Every two weeks

**Time and Term of Employment:**

- August 23 to Dec 17, 2021; January 5 to May 6, 2022.
- Minimum of 8, Maximum of 15 hours per week, every week
- Not always the same 15 hour time slots
- Duties to be carried out at specific times agreed upon by the student and the Director (or specific title of who the student is answering to, could be confusing with variety of staff asking things of them) on a weekly basis
- Office location will be at the Duke Catholic Center's office. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.
- At times, the student will be asked to attend specific events at other locations on campus to photograph or gain information for posting on social media sites