



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Internship Staff Vacancy

**Position:** Business Operations/Accounting Specialist Graduate Assistant

**Department:** Office of University Housing

- Assist with and handle the application, charge, and payment/scholarship processes for special housing including:
  - Upward Bound (Bridge)
  - RAs
  - Interns
  - IEP
  - Exchange Students
  - Athletes
  - Visitors
  - AIE
  - Bridge (SLCC)
- Responsible for residential meal plan actions such as:
  - Activations
  - Changes
  - Exemption Monitoring
  - A portion of our proration
- Assist with and handle auditing housing and meal charges on the students' accounts, which includes:
  - Auditing the initial push of all charges on all residents every semester for accuracy
  - Running periodic audit reports to verify charges are still accurate
  - Prorate charges for students who move during the semester
  - Reconciling Banner to StarRez
  - Assisting with semesterly Sodexo meal plan reconciliation
  - Applying showroom discounts to applicable students
  - Conducting a thorough audit of charges that are to be submitted to the Attorney General
  - Assisting in the presentation of proposed Attorney General balance adjustments of prior semesters
  - Managing the "Blackbox" of housing application fees, deposits, and prepayments
- Responsible for the following Interdepartmental functions:
  - Billing and payments of the Catering portion of Sodexo

- Billing and payment of Long Distance phone bills for Sodexo
- Billing and payment of Summer Camp/Conferences for the Housing office
- Billing and payment of Randolph Hall guests
- Monitoring of the Housing Department's receivables at the end of year