



Job Descriptions		
<ul style="list-style-type: none"> - Act as special advisors on all finance-related matters - Perform secretarial duties - Accompany the Treasurer in meetings 	<ul style="list-style-type: none"> - Act as ambassadors to clubs and departments - Manage PeopleSoft - Management of my.brandeis.edu 	<ul style="list-style-type: none"> - Perform duties as business managers (Forms, Paperwork) - Write policies - Perform any other duties assigned by the Treasurer