



Finance and Administration/Finance Center Job Shadowing Program

The Job Shadow Program is hosted by Finance and Administration and is open to all Finance and Administration and Finance Center employees. It is designed to provide experiential learning opportunities by allowing participants to shadow an individual, in a given department or a specific position, to help them learn about skills needed and/or activities managed for that position. This program provides an opportunity to expand knowledge, experience the workplace setting, and gain understanding of duties performed by the individual being shadowed. This commitment is for only eight (8) hours over three (3) months. The schedule is flexible to allow participants the ability to coordinate the best days and times to make this a valuable and enjoyable experience.

Program Goals

The goals of the job shadowing program are designed to assist participants by:

- Observing the daily routines of the individual they are shadowing
- Beginning to identify career interests
- Gaining awareness of the skills and abilities utilized in their field of interest
- Encouraging inter-departmental information sharing and knowledge transfer

Who is eligible to participate?

Employees working in regular positions within the Finance and Administration division or in the Finance Centers are eligible to participate.

Employee Requirements for Participation

- Supervisor support and approval for participation
- Completion of application with supervisor's signature (may be approved via email)
- Signed confidentiality agreement
- Completion of a program evaluation survey

Application Process

An initial application containing interests and availability should be submitted to Jeannie Surrell via email (Jeannie.M.Surrell@dartmouth.edu). Submissions will be reviewed by a subcommittee made up of the Finance Center/Host Leadership group who will notify applicants of availability.

Participating Departments

The participating departments in the Finance and Administration division and participating Finance Centers are to be determined based on availability and interest. See next page for department listing.

Program Administration

- Applications are due by January 8, 2021; shadowing program to be completed January through March 2021.
- For departmental shadow requests, the department directors and managers determine which of their employee(s) will be shadowed.

Finance and Administration (F&A) Departments

Organizational Charts

- Finance and Administration Division:
https://www.dartmouth.edu/finance/documents/about_tab_documents/finance_org_chart.pdf
- Human Resources:
<https://www.dartmouth.edu/hrs/pdfs/hrorgchart.pdf>

For more information about the following departments, click on the corresponding link.

F&A Department Links

Finance and Administration: www.dartmouth.edu/finance/

Finance: https://www.dartmouth.edu/finance/about/organizational_overview/departments_staff.php

- Accounts Payable
- Cashier's Office
- Controller's Office
- Endowment Administration
- Financial Planning and Budget
- Financial Reporting
- Institutional Accounting
- Inventory Operations
- Payroll
- Procurement Services
- Campus Billing and DartCard Services

Other:

- Human Resources: <http://www.dartmouth.edu/hrs/>
- Office of Risk and Internal Controls Services: <http://www.dartmouth.edu/rmi/>
- Investment Office: <http://www.dartmouth.edu/investments/>

Finance Centers:

https://www.dartmouth.edu/finance/about/organizational_overview/departments_staff.php

- Administrative and Provost Finance Center
- Arts and Sciences Finance Center
- Geisel Finance Center



Finance and Administration Job Shadow Program Application

Applicant Information

Full Name: _____
Last *First* *M.I.*

Phone: _____ Email _____

General days and times you are available to participate in the program: _____

Job Shadow Preferences

Please list up to three Finance and Administration and/or Finance Center positions you would like to shadow in order of preference.

1st choice: _____

2nd choice: _____

3rd choice: _____

Other Information

What do you expect to gain from your participation in this program?

Please list other relevant information below (example: interests, availability, etc.)

Signature of Supervisor
(can be electronic): _____