



Hunger-Free Campus Grant Expense Record Keeper

Department/Organization Name: Office of Student Involvement

Project Description: KU receives grant funds from the the state of Pennsylvania to provide food and services related to food insecurity. With the grant coming to an end in December 2025, it is necessary to complete all budget tracking and receipt organization for the final report.

Final Product: The student will provide a comprehensive Excel spreadsheet. The document will include all expenses properly categorized, with a link to each receipt. The receipts will be organized electronically with standardized labels to include a receipt number, vendor name, receipt date, expense category and expense total in a cloud based drive.

Upon successful completion of this project, the student will have:

1. Tracked \$60,000 of expenses in Excel for the final grant report
2. Reviewed, organized and labeled a large volume of documents
3. Categorized expenses to align with grant definitions and regulations
3. Gained understanding and knowledge about college food insecurity

Role & Qualifications: This micro-internship requires Excel proficiency, including (but not limited to) functions such as filter, sort, v-lookup, average and sum. The student will need strong organizational skills, comfort working with numbers, problem-solving skills and the ability to follow specific instructions. Supervision will be provided. This micro-internship will require independent work.

Desired Majors: Accounting, Finance, Business Administration, Information Systems, Pre-Law, Social Work, Psychology, Exploratory Studies

Approximate Length: Winter Break, 40 hours

Format: Remote (preferred), Hybrid

Payment: \$250 upon completion of the micro-internship

Contact Information: Leah Cassellia, casselli@kutztown.edu