

# LOIS RASMUSSEN

## EDUCATION

MS Business Education, University of Idaho  
BS Business Education, University of Idaho  
AS Office Administration, Sheldon Jackson College

## BRIEF WORK HISTORY

**2005-Present** Administrative Assistant III TRIO Pre-College Programs, University of Idaho

- Assisted TRIO Directors, Projects Project Managers and staffs to implement and administer the federally funded TRIO Projects (Educational Opportunity Centers, Educational Talent Search, and Upward Bounds-4). Responsibilities include: assuring best management practices are followed; programs are in compliance with the University of Idaho grants and contracts, Federal funding agencies and state laws and regulations. This position is recognized as having the authority and accountability delegated by the Director when responding to inquires, resolving complex problems or issues, or committing Unit resources.

**1972-2005** – Administrative Assistant / University of Idaho & Washington State University  
Budget Specialist

## Northwest Association of Special Programs

2007-present – Treasurer, Northwest Association of Special Programs

- **Track of organization funds.** Work with Accountant to prepare and submit annual 990 tax form. Pay organization financial obligations in a timely manner. Prepare quarterly financial report based on current annual budget. Reconcile bank balance monthly.

2007 coordinated the annual conference registrations. Prepared annual conference income and expense report.

- **Accomplishments** – Coordinated with financial institution to streamlined reimbursement and bill paying processes. Established online membership and conference registration by projects and conference attendees. Keep up-to-date lists of project memberships and conference registrations.

- **Goals** – Write a Procedures Manual for Treasurer Position. Advance; streamline online processes and electronic record keeping. Initiate preparations for smooth transition to new name, set to be implemented January 1, 2012. Optimize systematic record process for transition to new treasurer at end of term.