

### **Summary:**

The Graduate Assistant for Housing is an up to twenty (20) hour per week position within Residence Life and Housing. The conditions of work include working office hours and being in the residence halls. This position will be assigned for the entire academic year. Summer employment may be available and can be discussed if successful candidate(s) can stay on as employed for the next academic year. Summer employment is possible if they are registered for classes as a full-time student.

### **Essential Functions:**

- Escort campus vendors in the residence halls weekly and report comments back to the Coordinator of Housing.
- Conduct leased lounge inspections for student organization lounges, coordinate work orders, assess conditions of assigned student organization spaces, and report findings back to RL&H through the appropriate channels.
- Maintain good condition of departmental vehicles including washing, vacuuming, and fueling.
- Assist the Central Office staff and other members of the Residence Life and Housing staff with a wide range of departmental activities under the direction of the Coordinator of Housing.
- Assist with major transition periods including but not limited to move-in/out, summer school transition, and winter break closing.
- Assists with inspections of residential facilities and grounds.
- Assist the Coordinator of Housing with developing communications, marketing materials, and assessing potential purchases as needed.
- Conduct and organize inventory of residential and departmental assets including, but not limited to furniture, keys, signage, and central office supplies.

### **Learning Outcomes:**

#### **Self-Awareness:**

- Student employees will develop and demonstrate interpersonal skills that can be described as professional assets and transferable to future work settings.
- Student employees performing administrative skills will explain how the deliverables of their role measurably impact on the overall goals, work, and mission of the department.
- Through their employment, student employees will identify what they value in their work and will be able to articulate skills that they have developed to apply them to future/identified career opportunities.

#### **Career Awareness:**

- Students employed with Residence Life & Housing will be able to articulate transferable skills gained from their employment.
- Student employees will identify key skills needed for their personal career path and work with their supervisor to engage those skills.
- Student employees will engage with department professionals to understand potential career paths connected with the work they do.

#### **Professional Skills & Literacy:**

- Student employees will utilize business tools such as Google Suites, Microsoft Suites, and software systems to learn and explain how these professional skills increase marketability.
- Student employees will describe the chain of command to resolve emerging concerns.
- Student employees will develop positive workplace behaviors (conflict resolution, time management, etc.).

## **Qualifications, Expectations, and Eligibility Requirements**

- Have a critical eye for facilities issues and conditions that may require maintenance or custodial services to attend to in the residence halls.
- Willingness to do administrative work over email as duties are assigned.
- Ability to work independently after being assigned a project or task.
- Proficiency in Microsoft Office Suite, Google Suite, and other applications.
- Ability to transport large and heavy products with assistance as needed.
- Adhere to the Residence Life and Housing confidentiality policy.
- Safeguard assigned keys.
- Flexibility to perform other duties as assigned.
- Enrolled as a full-time student in an eligible graduate studies program at the time of employment.
- Minimum cumulative GPA of 2.50 throughout the assistantship.
- In good standing with the University at the time of application and acceptance of the assistantship, including no disciplinary sanctions ending or currently in effect.
- Please note, students in the following programs are *not* eligible for employment in the Graduate Assistant position, without prior written approval from their program director:
  - Master Teaching Fellows
  - Management
  - MALS
  - First-year Law School
  - Medical School

**Note: Due to the nature of this position, possible lifting and physical activity may be required at times.**

## **Compensation and Benefits:**

- Hourly rate of \$11.50 per hour for new staff and \$12.00 per hour for returning staff, paid in bi-weekly payments for a maximum of 20 hours per week for up to 10 months.
  - Potential for increased hours when classes are not in session.
- Parking pass will be reimbursed upon hiring.
- Professional Development funds of \$250 annually.