

Summary:

The Graduate Assistant for Housing Transition and Asset Management is a twenty (20) hour per week position within Residence Life and Housing. The conditions of work may sometimes include office time and/or being in the residence halls as well as the off-campus warehouse. 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:

- Assist the Coordinator of Housing Transition and Asset Management with weekly checks of vacant spaces in RL&H properties.
- Assist the Coordinator of Housing Transition and Asset Management with weekly walkthroughs of Wake Forest's residence halls.
- Submit work orders in response to issues found during residential walkthroughs and vacancy checks.
- Inform the Coordinator of Housing Transition and Asset Management of any furniture or signage damage.
- Assist the Coordinator of Housing Transition and Asset Management during yearly signage audits.
- Assist the Coordinator of Housing Transition and Asset Management with room checks during periods of transition turnover (fall move-in, winter housing, spring move-in, spring move-out, interim housing, and summer housing)
- Assist the Coordinator of Housing Transition and Asset Management with monthly asset inventory checks. Collaborate with the Coordinator of Housing Transition and Asset Management on inventory spreadsheets to convey clear, concise information to the Associate Director of Housing.
- Assist other members of the Residence Life and Housing central office staff as needed under the direction of the Coordinator of Housing Transition and Asset Management.
- Assist the Coordinator of Housing Transition and Asset Management with meeting campus partners and outside vendors. Provide an escort if entering a student's personal space.
- Assist the Central Office staff with a wide range of departmental activities under the direction of the Coordinator of Housing Transition and Asset Management.
- Assist the Coordinator of Housing's Graduate Assistants with lounge inspections, pest control and/or laundry vendor issues on campus during times of high volume of work orders or low staff availability.
- Other duties as assigned by the Coordinator of Housing Transition and Asset Management.

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 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 email, excel, and phone 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 Applications.
- Ability to transport large and heavy products with assistance as needed.
- Adhere to the Residence Life and Housing confidentiality policy.
- Safeguard assigned keys.
- 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.