



# **Residence Life: Facilities and Operations Graduate Assistant**

## **Position Summary**

The graduate assistant (GA) serves as a member the professional staff that oversees the daily operations of the residence halls and on-campus apartment facilities, including maintenance and custodial services. The GA serves in a leading role with the department's sustainability efforts and assists in the oversight of the recycling program for the halls. The GA assists in the selection, training, and supervision of student staff members. This position also assists in the coordination of special events within Residence Life, such as Fall Move-In, House Calls, Energy Competition, RecycleMania, and Spring Move-Out.

## **Supervisor**

Assistant Director, Facilities and Operations – Residence Life, Housing and Dining Services

## **Essential Functions**

- Assists in the oversight of facilities for on-campus housing
- Supervises 3-4 Student Recycling Coordinators
- Assists in facilitation of student staff training
- Serves as a liaison with Hall Staff and campus partners
- Serves as chair of Live.Live.Green Sustainability Committee
- Plans and organizes special events
- Serves in an on-call rotation with some holiday coverage

## **Required Qualifications**

A Bachelor's Degree is required. Must be enrolled in a graduate program and maintain a 3.00 GPA, must also have a 3.00 GPA for undergraduate degree or at least the last 60 hours of program.

## **Preferred Qualifications**

- Good communication and customer service skills
- Commitment to working with diverse student and community populations
- Prior leadership experience and knowledge of on-campus housing
- Demonstrated interest in environmental and recycling issues