

## Graduate Assistant – Business Services

**Department:** Residence Life, Housing and Dining Services

**Supervisor:** Assistant Director of Business Services

**Qualifications:** 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.

**Hours:** Twenty (20) hours/week; exceptions may be made during times of the year when additional hours, nights, and weekends may be required.

**General Function:** The graduate assistant (GA) is a part of the professional staff that implements the mission of the Department and the Division of Student Affairs. In addition to skills learned in the classroom, the graduate assistant will participate in out-of-classroom experiences that will enhance skills used in careers after graduation.

### Departmental Responsibilities:

- Effectively communicates (written and verbal contact) with others within and outside the Department.
- Participates and assists in preparation of training activities.
- Provides support and assistance to Departmental initiatives, processes, emergencies, and events.
- Effectively collaborates with colleagues.
- Actively supports student learning, student success, and personal development.
- Supervises student staff members – includes recruitment, selection, and evaluation of students.
- Promotes a safe and well-maintained living environment where students are held accountable.
- Completes administrative tasks – includes creating agendas, compiling meeting minutes, writing reports, purchasing items, preparing and overseeing budgets, etc.
- Serves on Departmental committees.
- Responds to and enforces violations of Residence Life and University policies.
- Displays professionalism and models appropriate behavior – includes mentoring and coaching of others.
- Remains competent and current through professional development.
- Supports the overall operation of the Department and contributes to accomplishment of its mission and goals.
- Represents Residence Life and/or Student Affairs at various University events.
- Performs other duties as assigned by the supervisor.

### Specific Area Responsibilities:

- Assist with campaigns which encourage students to complete housing contracts to live on campus (e.g., meningitis, no shows, filling apartment spaces, etc.). Supports the Re-Application process through events, tabling, and engaging with students. Participates in Showcase/Admitted Student Day as needed, assists with tour rooms as needed, and summer visit days.
- Compiles survey data to identify recommendations which can be used to enhance our facilities, programs, and services.
- Contributes to social media efforts that represents Residence Life in a positively and accurately.
- Special projects that keep operations running efficiently.