

POSITION INFORMATION

Classification Title: GA – Pre-Professional

Working Title: Graduate Assistant – Facilities

Percent Appt: .25-.50 FTE

Hours Per Week: 10-20 hours per week

Stipend: (FY23): \$1,300 for 20 hours/week

POSITION INFORMATION

General Summary:

The Graduate Assistant of Facilities will assist the Assistant Director of Facilities in the management of all facilities tasks and projects for the department. This includes but is not limited to:

- Liaise with professionals and tradespeople across campus. (30%)
- Assist with project coordination for the residence halls and on-campus apartments (requires in-person attendance). (25%)
- Respond in-person to University properties to address student concerns, respond to facilities crises, meet with project managers, and inspect building systems. (15%)
- Communicate important aspects of facilities projects with stakeholders including campus partners, external vendors, students and staff. (10%)
- Assist the Assistant Director in assessing, evaluating, and prioritizing future potential projects. (10%)
- Complete facilities assessment projects (i.e. work order reports, trends). (5%)
- Organize files and information related to facilities. (5%)
- Carry out other relevant duties as assigned by the Assistant Director of Facilities or Director of University Housing Services.

Desired Qualifications:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work independently on projects and execute from start to finish
- A strong commitment to the growth and development of students
- Prior experience/interest working assessment or living in a residence hall environment are strongly preferred, but not required.

Required Licenses/Certifications/Degrees:

- Valid Driver's License
- College Student Personnel Administration, Communications, Project Management, English, Political Science, Public Health, Family & Consumer Sciences, MBA, Social Work, Kinesiology and Recreation