



Graduate Assistant for Housing Operations Position Description

POSITION SUMMARY

The Graduate Assistant (GA) is a part time position in the office of Campus Housing. The position requires residency in the Medical Dental Apartments. This position's primary goal is to support the Operations and Facilities Service (OFS) team. The GA specializes in administrative support, outreach, and collaboration through coordinating meetings, schedules, projects, reports, training, sustainability, and overall communication between the halls and the OFS team. The GA provides management for front desk operations and provides mentorship for other front desk leadership team members.

The GA will be working with the Associate Director for Facilities and Operations (ADOFS), and the Housing Operations Coordinator (HOC) in varying administrative practices within the central office. The staff member supports the central office by being a liaison for housing operation issues in the residence halls. Attendance at some evening and weekend meetings/on-call responsibilities will be required. Housing is provided as a condition of employment.

The GA should demonstrate competencies in the following areas:

- Experience demonstrating the ability to lead and effectively communicate with student staff
- Knowledge of trends concerning safety and security on college campuses and corresponding programs and initiatives
- Provide high level of communication to community and campus partners
- Providing support for coordination and scheduling of events and meetings

Supervisor: Housing Operations Coordinator (HOC)

Position Elements: Graduate Assistant with 20 work hours per week. There will be weekend and evening responsibilities as needed. The position is a twelve-month employment obligation. Must have completed Bachelor's level education and have at least 1 year experience in housing or student affairs. This position is designed to allow staff members to actively pursue a graduate degree; therefore preference for continued employment will be given to individuals who are actively pursuing a degree.

Compensation

- \$1,000.00 monthly stipend

Benefits:

- Tuition Reimbursement
- Meal Plan with University Dining worth \$500 each semester to allow Graduate Assistant to engage with students and staff in the dining facility.
- Furnished Apartment
- Limited professional development funds are available to be requested.
- Graduate Student Healthcare insurance.



GRADUATE ASSISTANT POSITION RESPONSIBILITIES

1. Emergency Response
 - a. Member of rotation on-call at Medical Dental Apartments
 - b. Assist with responsibility for emergency or unusual situations within Medical Dental Apartments
 - c. Point of contact between student staff and the OFS leadership team after regular business hours

2. Community Manager
 - a. Oversee a weekly desk schedule for the Community Hall Assistants in Medical Dental Apartment
 - b. Handle shift change requests by Community Hall Assistants
 - c. Hold bi-weekly Community Hall Assistant staff meetings
 - d. Conduct bi-weekly 1 on 1's with each Community Hall Assistant (CHA)

3. Staff Training and Selection
 - a. Provide secondary level of supervision of Community Manager's (CM) and Community Hall Assistant's (CHA)
 - b. Provide seasonal staff supervision during conference season
 - c. Use students' strengths in their overall development as paraprofessional
 - d. Assist in coordinating trainings, workshops, and in-services
 - e. Assist in maintaining up to date manuals and job descriptions
 - f. Assist with student staff recruitment and selection

4. Fire Health & Safety
 - a. Assist OFS team in implementation of room inspections
 - b. Assist HOC on fire drills and drug sweeps
 - c. Attend Campus Housing Fire Health & Safety Meetings

5. Sustainability
 - a. Advise the Green House organization
 - b. Assist with Bike Share, Energy Conservation Nationals, Recyclemania, Lighten Your Load, and other Campus Housing sustainability projects
 - c. Attend Sustainability Council meetings
 - d. Aid in maintaining up to date operational documents
 - e. Support Green Room Advisors

6. Publications and Communication
 - a. Maintain supply of needed forms for housing operations area
 - b. Aid in creating and updating files on health and safety
 - c. Maintain marketing materials for OFS team
 - d. Communicate with students and staff regarding desk and emergency situations in various media forms (email, signage, documents, letters, etc)
 - e. Prepare opening/closing material packets for staff and signage for students

7. Administrative Support to Associate Director for Facilities Team
 - a. Assist with Annual Report and other reports as needed
 - b. Assist with initiatives, benchmarking, research, and other projects as needed
 - c. Assist with all other special projects

8. General Expectations



- a. Attend all meetings as requested or designated
- b. Attend weekly community manager meetings
- c. Support and assist other programs and projects within the Housing and Residence Life Office including (Welcome Weekend, staff training, hall opening and closing, student focus meetings
- d. Support the Campus Housing, Student Affairs and University mission and goals
- e. Represent Campus Housing, Student Affairs, and the University in a professional manner
- f. Participate in professional meetings, conferences, training, and other events as deemed appropriate
- g. Participate in staff training and development as needed
- h. Maintain 20 hours per week during central office hours

ELIGIBILITY

1. GA must maintain a semester and cumulative 3.0 GPA in the duration of their employment
 - a. 2.0 semester and cumulative GPA requires for professional schools (i.e. law school)
2. If at any time a GA GPA falls below a 3.0 (semester/cumulative) his/her retention will be based on an individual consultation with their supervisor. GA may be placed on probation or released from employment.
3. GA must be an enrolled/incoming student at the University of Louisville
 - a. Applicant will be considered if enrolled/incoming student at another collegiate institution.
 - b. GA do not have to take a class during the summer, however if taking classes may not carry more than 6 credit hours per semester session.
4. GA must be at least 18 years old at the time of application
5. GA must have valid state issued driver's license
6. GA must not have any student conduct pending infractions, open sanctions or cases concluded that would prevent their inability to perform in the role of GA
7. GA must commit for the entire summer.
 - a. GA will be provided one week off during the entire summer employment
8. GA must live in an assigned residence hall during employment period.

Office contact/GA supervisor: Micahia Braden, Housing Operations Coordinator

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Office website: www.louisville.edu/housing

Number of positions: 1