



Graduate Assistant for Facility Administration 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 team. The GA specializes in administrative support, outreach, and collaboration through coordinating meetings, schedules, projects and reports. The position will serve as the direct facility support for the Medical Dental Apartments and indirect report for student staff.

The GA will be working with the Program Coordinator for Facilities (PCFA), in varying administrative practices within the central office. The staff member supports the central office by being a liaison for facility 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:

- Progressive 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: Program Coordinator for Facility Administration (PCFA)

Position Elements: Graduate Assistant with 20 hours per week. There will be weekend and evening responsibilities as needed. Must have completed Bachelor's level education. At least 1 year of experience in housing or student affairs is preferred. 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 rotating on-call at Medical Dental Apartments
 - b. Assist with responsibility for emergency or unusual situations within Medical Dental Apartments
 - c. Provide direct faculty support to Medical Dental Apartments
 - d. Point of contact between student staff and the facilities operations teams after regular business hours

2. Staff Training and Selection
 - a. Provide secondary level of supervision to the daily unskilled maintenance of Facilities Assistants (FAs)
 - b. Provide seasonal staff supervision during conference season
 - c. Coordinate the collaboration between FA to ensure unskilled maintenance issues are resolved within 24 hours and general/skilled work orders are immediately reported, providing daily customer service follow-up
 - d. Use students' Strengths in their overall development as paraprofessional
 - e. Assist in preparing and conducting annual and in-service training regarding facility related duties of staff
 - f. Assist in planning of annual training programs including retreats and summer training for fall
 - g. Assist in planning the on-going in-service sessions for student staff
 - h. Assist in maintaining up to date manuals and procedure documents
 - i. Assist with recruit, select and evaluate Community Managers (CM) Community Hall Assistants (CHA) Facility Assistants (FA) Conference Assistants (CA)

3. Fire Health & Safety
 - a. Assist PCFA in building walk-throughs
 - b. Assist facilities operations team in implementation of room inspections
 - c. Assist HOC on fire drills and drug sweeps
 - d. Escort contracted services into residence halls
 - e. Attend Campus Housing Safety Walks

4. Maintenance
 - a. Serve as the Facility Assistant to the Medical-Dental Apartments
 - b. Manage the work order reporting process ensuring maintenance is reported and completed in a timely manner
 - c. Aid in monitoring the storage and use of all inventory in basements, rooms, and common areas in all residence halls; working with ADOFS to complete annual inventory report for the University

5. Publications and Communication
 - a. Maintain supply of needed forms for facilities area: sustainability and recycling materials and signage, cleaning checklists, fire safety checklists, check in-out forms, check in packet material, and fire safety brochures
 - b. Aid in creating and updating files on health and safety
 - c. Create signs for halls as needed to update on facility related issues
 - d. Maintain marketing materials for facilities team
 - e. Communicate with students and staff regarding facility and emergency situations in various media forms (email, signage, documents, letters, etc)
 - f. Prepare opening/closing material packets for staff and signage for students
 - g. Assist with initiatives, benchmarking, research, and other projects as needed

6. General Expectations
 - a. Assist the facilities team as requested
 - b. Attend all meetings as designated by the ADOFS
 - c. Meet biweekly with the ADOFS to review problems, projects, activities and performance.
 - d. Meet biweekly with Facilities Team (ADOFS, PCFA, HOC)
 - e. 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)
 - f. Support the Housing and Residence Life, Student Affairs and University mission and goals
 - g. Represent Housing and Residence Life, Student Affairs, and the University in a professional manner
 - h. Participate in professional meetings, conferences, training, and other events as deemed appropriate by the ADOFS and director
 - i. Participate in staff training and development as needed
 - j. Maintain 20 hours per week during central office hours
 - k. All other duties as assigned

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.