

Job Description

Graduate Assistant, Operations, Union and Student Activities

Category: Student Employee

Responsibilities: Assist in coordinating effective delivery of services and be trained in the Hetzel Union Building (HUB) and Schwab Auditorium's audio-visual systems as well as EMS, the event reservation system. Run reports from reservation system in order to assist in monitoring client requests and manage daily work flow. Assist with the supervision of student staff including participation in regular meetings of the student employee supervisor committee; updating and continuing to develop the training manual; advising the HUB student employee advisory board; and coordinating weekend scheduling. Assist with the delivery of event management services including participation in regular event management services meetings; follow-up with client problems; communication with event management personnel regarding client needs; and attend campus administrative and organizational meetings, orientation programs, and workshops as appropriate. Work periodic weekend and evening manager shifts.

Special qualifications: Excellent oral and written communication skills; multitasking abilities; ability to work with diverse groups of people; strong working knowledge of computer operations; ability to train staff in a variety of skills; and excellent organizational abilities.

Skill development areas: Communication, Facilities Management, Intercultural Proficiency, Leadership, Planning, Student Development, and Technology.

Primary learning outcomes: Knowledge acquisition, construction, integration.

Secondary learning outcomes: Meaningful relationships, global perspective, technological competence, and managing career development.

Last updated February 11, 2013