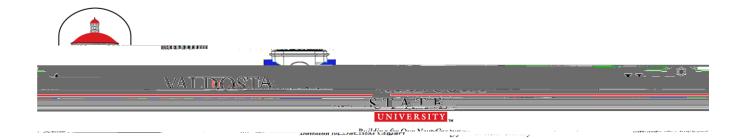


Job Description

The Graduate Assistant for Facilities & Operations is a twelve-month assistantship with the Office of Housing and Residence Life. Reporting to the Associate Director of Housing, Graduate Assistant provides administrative support in a central office setting. The Graduate Assistant works with the AD of Housing in supervision of the Student Facility Assistants, performing walkthroughs and inspections of all residential facilities, and submitting/following up with work orders. The GA also works with central office staff in delivering excellent customer service, developing student friendly procedures and maintains office hours (20 hours per week) in the central office

Skills and Qualifications



- Trains and instructs Student Facilities Assistants on procedures and processes related to their position and responsibilities.
- Meets weekly with the AD of Housing to report and monitor ongoing/ unresolved maintenance problems in residence hall
- In coordination with the AD of Housing and CGL, prepare a yearly report on VSU HRL properties through the lens of facilities (including furniture), maintenance, and cleanliness management
- Meets weekly with the Associate Director and operations team members both in a group and individually to facilitate communication and provide support
- Supervises and monitors the maintenance of accurate records of keys, including room and master keys and records of physical inventories and damage charges
- Assist with the managing the physical pieces of occupancy management and turn processes, including move-in and move ou
- Support assignments processes, including ensuring administrative records related to assignments and occupancy
- Serve on internal committees, including but not defined or limited to divisional committees, move-in committee, release from contract committee, open house, etc
- Compiles information for the department operational calendar
- Assists with the returning student room selection process
- Participates and assists with fall and spring training workshops
- Serves on weekday/ weekend duty on a rotating basis and is available during peak weekends such as residence hall opening, closing, homecoming, campus visitation days, and orientation weekends
- Performs other duties as