

University Commons and Student Activities
Graduate Assistant
Operations and Services Coordinator

Primary areas of responsibility

1. Provide paraprofessional support to the Associate Director, Operations and Services.
2. Supervise assigned components of the Operations and Services staff.
3. Coordinate or assist in the coordination of campus activities programming as assigned.

Specific duties and responsibilities

1. Provide indirect supervision to Building Managers.
2. Participate in staff selection and training; coordinate ongoing training of Operations and Services staff.
3. Coordinate quality assurance with Production Services and Facility Services staffs to include personally checking the finished details of sample set-ups and strikes and periodic building inspections.
4. Coordinate routine maintenance activities including the initiation and follow-up on Facilities Maintenance work orders.
5. Assist, plan and execute the Gamesters Series to include: develop and monitor budgets, plan promotions, set-up brackets, solicit and catalog prizes, and evaluate the program.
6. Maintain a general working knowledge and support Operations and Services units as needed to include Conference Services, Production Services, Facility Services and the Service Desk.
7. Assist with research and benchmarking activities.
8. Suggest innovations, stimulate creativity, and encourage other student staff to seek out and evaluate new ways of doing things.
9. Provide administrative support to the Associate Director
10. Participate in generalist activities and perform other duties as assigned.
11. This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business.

Professional Proficiencies

1. Supervisory and management skills
2. Organization, writing and communication skills
3. Development, facilitation and evaluation of programs and services
4. Crisis management and problem-solving skills
5. Policy development
6. Marketing skills
7. Quality control
8. Computer experience
9. Process improvement
10. Collaborative work with a diverse constituency
11. Customer service
12. Resource management
13. Facility management
14. Multi-tasking

Selection Criteria:

- Applicants should have as a minimum, a Bachelor's Degree with some background in student union/student activities and /or community service and be currently enrolled or be granted admission to an appropriate graduate program.
- Applicants should have effective written and verbal communication skills; sound organizational skills; the ability to multi-task; and the ability to work varied hours in response to changing program and activities schedules.
- The preferred candidate should desire a career in the student union/student activities field or some other student affairs profession.