

**OFFICE OF UNIVERSITY HOUSING
WARRENSBURG, MISSOURI
GRADUATE ASSISTANT
HOUSING OPERATIONS AND FACILITIES**

The Office of University Housing at University of Central Missouri is dedicated to building an environment in the residence halls which facilitates the educational and personal development of students. This mission guides a system which accommodates approximately 3000 residents of University Housing.

The Housing Operations area is responsible for all aspects of applications, assignments, meal plans, billing, and occupancy. The Facilities area is responsible for being a liaison to the Department of Facilities Planning and Operations, initiating housing projects, and furniture inventory.

The Housing Operations and Facilities Graduate Assistant will spend $\frac{3}{4}$ of their time with Operations/Facilities and report to the Director of Housing Facilities and Operations. The remaining $\frac{1}{4}$ of their time will be spent supervising a Desk Manager and their residence hall front desk operation. This portion of the responsibilities will be supervised by an Assistant Director of Residence Life.

The emphasis for the Housing Operations responsibilities will be tasks related to the benefit for the entire Housing system and involve multiple tasks of record keeping, administrative functions, facilities monitoring, and other tasks as assigned.

This is a required live in position.

POSITION RESPONSIBILITIES

- Assist with coordination of hall opening and closing materials inclusive of early arrival processes
- Maintain various databases and Google sheets
- Assist with housing recruitment events
- Assist with programming of the housing management system
- Help program and manage the housing reapplication process
- Coordinate “secret shopper” program
- Research comparison data (local apartment pricing, comparison institution housing rates, etc.)
- Assist with departmental communication via email and social media
- Coordinate common space furniture inventories/inspections
- Review maintenance incomplete work orders reports for time sensitive issues
- Supervise Desk Manager overseeing a residence hall 24 hour front desk operation
- Other duties as assigned

ADMINISTRATIVE RESPONSIBILITIES

- Communicates regularly with office personnel, and other University officials
- Accurate and timely completion of paper work associated with the position
- Serve as on call duty person for all Housing
- Remains on campus during certain weekends: closed weekends, opening/closing weekends, and specified weekends as designated by the Office of University Housing
- Maintains regularly scheduled office hours each week
- Performs special duties requested by supervisors and the Office of University Housing (i.e. committee work, reports, etc.)
- Maintains a close working relationship with the support staff

QUALIFICATIONS

- Bachelor’s degree completed by July 1 prior to the fall semester
- Enrollment in the College Student Personnel Administration graduate program
- Minimum 3.00 undergraduate cumulative grade point average preferred (cannot be below 2.70).
- Must be able to respond to emergency situations quickly.
- Mobility throughout the housing system is essential.

REMUNERATION

Salary - \$3750/semester. Additionally, University Housing GA's receive a furnished apartment and board plan while classes are in session, a graduate scholarship and a student parking permit.

EMPLOYMENT DATES

July 27 to May 14

(The Graduate Assistant Contract from the Graduate School begins the week before classes for the Fall semester and the first day of classes for the Spring semester.)

Dates outside of the Graduate School's Graduate Assistant Contract are due to Housing's work prior to student arrival. Additional compensation for this work may be provided.

APPLICATION PROCEDURES

Application material should include:

1. Apply and be accepted to UCM Graduate School and College Student Personnel Administration Program
2. Apply for Assistantship on-line at jobs.ucmo.edu/hr

Questions regarding the position and selection process should be directed to:

Alan Nordyke
Director of Residence and Greek Life
Office of University Housing
Ellis Complex - L23
Warrensburg, MO 64093
Nordyke@ucmo.edu
660-543-4515

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