

UAB Student Housing

Graduate Assistant- Facilities

Scope of Position

The position of Facility Operations Graduate Assistant is a full academic year appointment reporting directly to the Facilities Coordinator for Student Housing. As a member of the UAB Student Housing Facilities Staff, the Graduate Assistant will assist in overseeing the day-to-day operations of all residence halls and related facilities. The bulk of responsibilities of the Graduate Assistant will center on assessment and service delivery of both university and contracted employees.

Requirements

To be considered for an assistantship, student must meet graduate school requirements and be admitted as a degree-seeking graduate student at the University of Alabama at Birmingham. Admissions requirements vary among programs. Assistantship requires student to work a minimum of 20 hours per week.

Qualifications

- A bachelor's degree from an accredited college or university in communications, management or a related field is preferred.
- The ability to relate positively and with appropriate boundaries to traditional college-age students.
- Proficiency with PC platforms, Microsoft Office, and web-based software programs
- Exceptional administrative, organizational, time management and communication skills
- Recognize the Graduate Assistant position the primary non-academic responsibility. Scheduling of staff meetings, administrative responsibilities, supervision, and all other GA duties take precedence over all other non-academic commitments



Typical Duties and Responsibilities

(May perform some or all of the duties listed below)

1. Monitor web-based software programs to assign, track, and record all student-generated work requests. Coordinate with Housing Maintenance Specialist, UAB Campus Maintenance, and other campus partners to ensure work request are completed in a timely manner at a standard acceptable to UAB Student Housing.
2. Provide service delivery assessment and feedback through direct, personal interactions with students living within the Student Housing community.
3. Assist with the coordination of facility usage for student organizations, university departments and outside groups. Be responsible for preparation, setup and proper usage of all facilities and associated equipment.
4. Participate in on-call schedule to serve as an additional resource for Residence Life Coordinators on duty and for special events occurring outside typical business hours.
5. Assist in recruitment, selection, training, scheduling, and supervision, of Student Housing Facilities student staff.
6. Attend and participate in required staff meetings and professional development. Provide support to the Facilities Coordinator and other full-time staff in various capacities as needed.
7. Responds to university emergencies and closures including adverse weather to ensure that all facilities are protected and remain operational. Assists with tasks required in preparing to open facilities after a closure including snow and ice removal, systems and equipment checks and start-up operations as assigned.
8. Knows and understands all safety procedures of the university and Student Housing department. Trains less-skilled staff on safety procedures related to Student Housing operations. Assists in structural safety inspections.
9. Assume other duties and special projects as assigned by the Facilities Coordinator for Student Housing. Other responsibilities may vary based on staff needs, and on the background of the individual selected for the position.

Compensation Package

- Tuition remission for Graduate coursework, up to 9 hours per semester.
- Furnished on-campus housing, which includes paid utilities, cable television, and internet access. (apartment may or may not include full kitchen)
- Meal plan number 5 or 7, only during semesters when enrolled full-time in graduate level coursework