



STUDENT HOUSING & RESIDENCE LIFE

The University of Alabama at Birmingham

Graduate Assistant for Facilities
Job Overview & Description

Position Overview

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

Position Requirements

- Registered for a minimum of 9 graduate-level hours for fall and spring terms
- Must commit to the entire academic year of service (fall and spring terms)
- Must be in good conduct standing with the university
- Be on campus approximately one month before opening for professional staff training
- Agree not to have any other employment (on or off campus) without permission from the Assistant Director of Housing & Dining
- Be able to attend weekly staff meetings as deemed necessary by the direct supervisor
- Effectively manage and assist with emergencies as needed

Position Responsibilities

- Monitor web-based software programs to assign, track, and record and all student-generated work requests. Coordinate with Housing Maintenance Specialist, UAB Camps Maintenance, and other campus partners to ensure work requests are completed promptly at a standard acceptable to UAB Student Housing
- Provide service delivery assessment and feedback through direct, personal interactions with students living within the Student Housing community
- Assist with the coordinator of facility usage for student organizations, university departments, and outside groups. Be responsible for the preparation, setup, and proper usage of all facilities and associated equipment
- Assist in the recruitment, selection, training, scheduling, and supervisor of Student Housing Facilities student staff.
- Attend and participate in required staff meetings and professional development
- Provide support to the Facilities Coordinator and other full-time in various capabilities as needed
- 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 closing, including snow and ice removal, systems and equipment checks, and start-up operations as assigned
- Knows and understands all safety procedures related to Student Housing Operations. Assists in structural safety inspections
- Assume other duties and special projects as assigned by the Facilities Coordinator for Student Housing. Additional responsibilities may vary based on staff needs and the background of the individual selected for the position.
- Assist with Camps & Conferences operation work as needed
- Other duties as assigned

Remuneration

- Start Date: July 19, 2021; *must be fully admitted to UAB's graduate school and enrolled in a graduate course of study by start date*
- Assigned apartment with utilities including basic cable television and wireless internet services
- Meal plan for the fall and spring terms
- Bi-weekly pay to be determined at the time of employment
- Actual tuition up to 27 hours for the academic year; please note that the department does not cover associated fees

Additional Benefits:

- Live-In Pet Policy

How to apply:

If interested in applying, please email a cover letter, resume, and 3-5 professional references to shrlrecruitment@uab.edu addressing Trevor Sutton, Assistant Director for Residence Education. The priority deadline to apply is February 15, 2021. Preference is given to those enrolled in the Higher Education Administration program. Within your cover letter, candidates should explain how the position aligns with their professional and personal goals. If applying for multiple positions, please submit one cover letter, and resume.

For Additional Contact Information

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