Graduate Administrative Assistant,
Facilities (Student Center)

The Graduate Administrative Assistant’s primary responsibility is to assist in the overall administration of the Student Center, Learning Commons, and Academic Center Information Desks. They will serve to supervise student facility staff, create an environment to engage both personal and professional development, and maintain all facility processes put in place.

The Graduate Administrative Assistant is expected to be student-centered, administratively sound, task-oriented, relationship-oriented, have the ability to problem solve, must have the ability to work autonomously as well as with a team and be proficient with computers. Strong customer service skills, robust computer skills, exceptional research skills and the ability to work successfully with a variety of campus stakeholders are also highly desired skills.

Key duties of the Graduate Administrative Assistant include:

- Oversee the daily operations of the Student Center (SC), Learning Commons (LC), and Academic Center (AC) information desks.
- Assist with supervising and evaluating facility staff in the SC, LC, and AC information desks.
- Help the Director of Student Center and Recreation Programs with training of all new CRW student staff.
- Coordinate customer service functions including information desk management, game room access issues, equipment checkout, university operator interactions, and related tasks.
- Assist with management of the University Operator for extension 4200.
- Administer the use of the Fusion management system software for equipment checkout in the game room and SC operations office.
- Track and maintain facility reports and statistics.
- Manage facility purchases and equipment coordinated through the Director.
- Follow up with facility staff on issues addressed within daily reports and forms.
- Work with Director to keep track of work orders. This includes weekly walk-throughs of the facility to check for any issues and broken equipment and/or furniture.
- Assist the Director with development and implementation of new technology.
- Update and maintain the facility events schedule through the EMS software.
- Track and maintain facility reports and statistics.
- Assist the Director with agendas and materials for various staff meetings.
- Maintain regular office hours and occasional night and weekend hours to assist with facility coverage and events.
- Serve on University and Student Affairs Division committees that are responsible for shaping policies and programs that address the needs of students and in particular student employees.
- Maintain general safety and security, monitor access, and maintain appearance and overall environment of the SC, LC, and AC information desks.
- Meet with the Director at least once per week to discuss weekly job tasks.
- Serve as liaison with other campus departments, external vendors and the community.
- Coordinate and/or assist with special events and activities as necessary.
- Perform other duties as assigned by the Director as well as the Executive Director of Student Development.
Preferred Graduate Academic Programs
- M.S. – Human Services Administration
- M.P.A. – Public Administration
- D.P.A. – Public Administration
- M.S. – Criminal Justice
- M.S. – Health Systems Management
- M.B.A. - Human Resource Management Specialization
- M.S. – Applied Psychology
- Professional Counseling Studies (post master’s)

Assistantship Package
- Stipend - $5000 for 9-month appointment
- Optional – contract work for up to 3 months
- Tuition paid - minimum of six graduate hours paid for fall and spring semesters.

***Note – The Graduate Administrative Assistant appointment will be for 9 months. Start dates are negotiable based upon the availability of the student.