Graduate Administrative Assistant, Training, Technology and Student Development

The Graduate Administrative Assistant’s primary responsibility is to assist in the overall administration of training documentation and student development for Campus Recreation and Wellness. They will serve to emphasize development opportunities for student staff and focus on ongoing training for existing staff as well as implement new technologies and maintain existing technologies.

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:

- Develop, in consultation with specific program areas, new training documents for student staff.
- Schedule and oversee development trainings and sessions for student staff.
- Maintain training documents and update as necessary.
- Develop and implement new technologies in departmental processes coordinated through the Associate Director of Facilities and Student Development.
- Assist with the administration of new technologies in all buildings served by the department.
- Assist with the development of new Google forms and maintaining all existing Google forms.
- Maintain all departmental iPads used for facility purposes to include updating all Google form links, maintaining needed restrictions, and testing new functions and uses.
- Assist the Associate Director with agendas and materials for various staff meetings.
- Maintain general safety and security, monitor access, and maintain appearance and overall environment of the SC, Langsdale Library and LAP.
- 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.
- Meet with the Associate 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 Associate 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.