Graduate Assistant for Building Operations
Job Announcement & Position Description

MISSION:
The California State University, East Bay (CSUEB) Student Housing and Residence Life (SHRL) department provides student centered programs, services and facilities that foster a safe, inclusive and vibrant residential learning community. In conjunction with the mission of the University and the Division of Student Affairs, SHRL works to engage all residential students in their holistic development and academic success towards retention, graduation and future endeavors.

The Graduate Assistant for Building Operations will work with Student Housing and Residence Life (SHRL) Staff to create a vibrant, inclusive, and student centered community. The Graduate Assistant for Training and Selection works under the supervision of the Assistant Director of Residence Life.

BENEFITS/COMPENSATION:
The Graduate Assistant for Building Operations is a 12-month live-on position. The anticipated start date for this position is between June 17-July 1, 2019 contingent on time needed for on-boarding. The position will run through May 31, 2020 with potential reappointment for a second year based on performance and department needs. Compensation for this position is CSU graduate program tuition remission (up to $7,000 annually), $500 monthly stipend, a studio apartment, the Pioneer meal plan, and an annual professional development budget of $500.

QUALIFICATIONS:
The following minimum qualifications must be met to be considered for this position.

- **Minimum Qualification**: Enrolled in a full time Master’s Program at California State University, East Bay and/or any CSU within the Bay Area. Full time enrollment is a minimum of 8 units for a Master’s candidate.
- **Preferred Qualification**: Enrolled in a Higher Education/Student Affairs, Educational Leadership, Child Development, Counseling, or Public Administration Master’s Program.

- Must have a minimum cumulative and semester/quarter GPA requirement of 3.0 upon applying and must maintain it while employed.
- Must be in good conduct standing with the University and Student Housing and Residence Life.
- Must be available to serve in the on-call emergency response rotation.
- Must display strong written and verbal communication skills.
- Must be able to work in a team and independently by prioritizing multiple projects and daily job duties and responsibilities.
- Must be proficient in Microsoft Office (i.e. Word, Excel, PowerPoint, Access and Publisher).
- Must be proficient in utilizing Google Drive.
Must be available to attend Pro Staff Training and the Pro Staff Summer Retreat (Specific dates will be provided prior to an offer being made but you can anticipate they will fall during the months of June and July).

DIVISION OF RESPONSIBILITIES:
There is a division of responsibilities associated with the structure of this position to support the Residence Life program as well as the personal and professional development of the Graduate Assistant for Building Operations. Below is a list of all functional responsibilities.

1. **Building Operations**
   a. Manages the Front Desk Operations by providing supervision and training to the Front Desk Assistants and working with SRAs to coordinate shift coverage.
   b. Works with the Senior Residence Life Coordinator to provide input and support regarding the selection of Front Desk Assistants.
   c. Oversees the student staff hours and timesheet approval process for Front Desk Assistants.
   d. Provides work lead direction for the Housing Events Crew and works with the Assistant Director of Residence Life to coordinate shift coverage for event support.
   e. Works with the Assistant Director of Residence Life to provide training for the Housing Events Crew
   f. Oversees the student staff hours and timesheet approval process for Housing Events Crew.

2. **Crisis Management, Counseling & On Call Response**
   a. Assumes daily, evening, weekend and holiday on-call coverage that may include both community and campus-wide responsibilities in emergencies.
   b. Serves as a liaison between the RAs on duty and the Manager on call for crisis intervention and management within the residential community. Notifies department/campus staff members of crisis situations. On-call days are determined at the beginning of each term amongst all of the GAs & RLCs.
   c. In the event of an emergency and/or disaster, serves as an emergency responder for SHRL and the University.
   d. Assesses and responds to residential students' physical, emotional, and intellectual needs as part of the emergency on-call rotation.
   e. Provides support to the Resident Assistants on duty with regard to policy violations, emergency maintenance concerns, and crisis response as part of the emergency on-call rotation.
   f. Works with RLCs to ensure information from incidents while on-call are passed along to the RLC of the area where the incident occurred for additional follow-up.
   g. Role models appropriate behavior and response to students and staff, adhering to departmental and university policies and ethical statements.

3. **Committees**
   a. Serve on the Pioneer Street Fair committee
   b. Serves on a departmental committee that will be decided based on desired professional development.

4. **Additional Duties**
   a. Attends regular 1-1 meetings with the Assistant Director of Residence Life.
   b. Attends regular SHRL meetings
   c. Maintains regular work schedule of 20 hours per week plus on-call evenings and weekends.
d. Attends Welcome Day, Preview Day, Pioneer Street Fair and other University wide events.

e. Maintains positive working relationships with other SHRL, Dining Commons and University staff.

f. Reports maintenance problems in a timely manner (within 24 hours) in order to maintain the physical condition of the residence halls. Provides immediate follow-up on reported problems.

g. Appropriately administers SHRL, University, and CSU policies and procedures.

h. Works with the Assistant Director of Residence Life to develop a working knowledge of SHRL operations.

i. Utilizes effective communication, planning, scheduling, and organization skills as they relate to job responsibilities.

j. Works with the Assistant Director of Residence Life to develop a professional development plan.

k. Participates in professional development opportunities, which may include development and implementation of workshops, facilitating presentations, and attending professional conferences.

l. Performs other duties as assigned by the Associate Director of Residence Life, the Assistant Director of Residence Life, the RLCs and other SHRL staff.

This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Graduate Assistants are required to sign the position specific job description. Every Graduate Assistant position is subject to criminal and background check.

My signature on this job description certifies that I have reviewed and fully understand the duties outlined in this job description. Further, I agree to perform the job duties to the best of my ability. If at any time I do not feel that I can uphold the terms of this position, I will immediately speak with my direct supervisor. I understand that as a Graduate Assistant, I am subject to release from the position at any time based on not fulfilling any of the above responsibilities/expectations.

_________________________________       _________________________________  ____________
Employee Name            Employee Signature   Date

_________________________________       _________________________________  ____________
Supervisor Name             Supervisor Signature   Date

_________________________________       _________________________________  ____________
MPP Name             MPP Signature    Date