

**Job Title:** Graduate Assistant (GA) **Department:** University Housing **Reports To:** Assistant Director, IT Services

**Dates:** GAs are generally hired to serve on the University Housing Staff the Fall and Spring academic year appointment.

### General Job Summary

The Graduate Assistant (GA) position is a 10-month position. The primary function of this position is to understand the day-to-day operations of IT. The GA will learn the operation of the Housing camera surveillance system and update camera logs. The GA will assist with Housing CCURE reports and use SQL functions to create various reports. The GA will assist with various IT repair task with Housing equipment and update our logs showing our equipment is working.

### Minimum Requirements

A student who wishes to serve as a GA:

- Must be in good standing and approved by the graduate student's department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- Must work a total of 20 hours per week
- May not accept other employment on or off-campus.
- May not be on academic internship status while working for University Housing.
- Appointments are for one academic year. Summer employment may be available with returning staff given priority.
- Reappointment is based on job performance, evaluation, and continued enrollment.
- A criminal background check will be conducted.

### Compensation and Benefits

- The stipend payment may be up to \$1,200 at the end of each month.
- Full in- or out-of-state tuition waiver—provided on approval by the graduate department.
- Please note that on-campus housing and parking are not included as part of the compensation.

### Preferred Qualifications

- Must be taking Graduate courses in CIS/Computer Science program.
- Understand SQL functions
- Excellent verbal and written communication skills.
- Customer Service experience.
- Understand some HTML coding
- Basic understanding of computer hardware
- Ability to quickly learn new concepts and software
- Ability to prepare detailed written instructions and documentation.
- Strong technical skills
- Proficient in Microsoft Office Suites (Word, Excel, PowerPoint, Access, Outlook, etc.)
- Organized with an ability to prioritize task in time-sensitive assignments
- Knowledge of personal computers, terminology, and personal computer software.
- Some knowledge of structured programming methodology

### Job Responsibilities

#### General

- Perform weekly camera checks and update logs.
- Perform weekly checkups on conference room equipment and update logs that everything is working.
- Assist with any equipment repairs.
- Communicate, enforce and abide by all university and department policies and procedures.

- Assist with IT-related Housing events (Advisement, Keepers & Seekers, Move-In/Move-Out, etc...)
- Attend weekly IT Staff meetings (*Meeting times based on availability*)