

Plaster Student Union

Graduate Assistant - Facilities & Operations Position Description

General Description

The Graduate Assistant - Facilities & Operations is a 20 hour per week Graduate Assistantship in the Plaster Student Union of Missouri State University. The Graduate Assistant - Facilities & Operations, reports to the Assistant Director - Facilities & Operations of the Plaster Student Union.

Specific Responsibilities

Major responsibilities include, but are not limited to the following:

- Directly supervise the Audio Visual and House Crew line staffs, and the Audio/Visual Specialist. Responsibilities include hiring, training, scheduling, and evaluation of both areas.
- Attend weekly events meeting and monthly Administrative Staff Meeting.
- Meet with student employees who are academically at risk and work with them to increase their GPA and overall student employment experience.
- Cross train as a PSU Building Manager and serve as a member of the Operations Management Team.
- Assist with high profile event planning in coordination with the Event & Meeting Services Office. Events include: Bear Bash, Public Affairs Conference, and Homecoming.
- Participate in the hiring process for line staff and OMT student employees.
- Develop a year-long training program for student employees, supplementing the annual fall training.
- Represent the Plaster Student Union Administration at job fairs and other promotional events such as SOAR.
- Collaborate with the PSU administrative staff to formulate and analyze various assessment reports.
- Serve as a member of the PSU 'Green Team' while attending university eco-ambassador meetings and recommend future sustainability initiatives.

Requirements

- Strong written and verbal communication and organizational skills, as well as the ability to relate to and interact with students, members of the University community, and off campus professionals.
- Computer experience in Microsoft Office Suites and Microsoft Windows.
- Ability to work on nights and weekends as needed for events and projects.
- Must have completed a Bachelor's Degree and be accepted into a graduate program at Missouri State University for fall 2020.
- Familiar with the role a Student Union plays on the college campus.
- Previous experience supervising undergraduate student employees.

Compensation

- A stipend consistent with Missouri State University's Graduate College will be rewarded to the successful candidate.