

## Housing and Residence Life

**Position:** Graduate Assistant for Business Operations  
**Remuneration:** \$15,000 (plus housing, meal allotment, parking, laundry stipend, and full tuition waiver)  
**Contact Person:** Ally Schatzer, Assistant Director for Assignments and Student Services

### Position Description

The Graduate Assistant for Business Operations reports to the Assistant Director for Assignments and Student Services. The preferred candidate will have some Housing/Residence Life (HRL) experience and must be enrolled in the College Student Personnel or related graduate program. Specific responsibilities include:

- **Student Staff Training and Development**
  - Assist with application review, interviewing, and selection of student staff that provides front line service for business operations
  - Supervise second floor business operations student staff
  - Actively participate in the planning and implementation of student staff training and development
  - Evaluate, recommend, and develop improvements for the staff training processes
  - Create official training documents and guides
- **Second Year and Upperclass Student Room Selection Processes**
  - Provide front line customer service to students who are selecting in the room selection processes
  - Facilitate the All Hall Open House and the Meet Your Match room selection events
  - Develop and facilitate the information sessions about the room selection processes
  - Facilitate special selection processes for incoming and current students
- **First Year Room Selection Process (FYRS)**
  - Staff and attend essential Undergraduate Admissions Events to promote business processes (Welcome Events and Resource Fairs) as well as attend some out of state Admitted Reception events
  - Provide front line customer service to students who are selecting during FYRS
  - Assist in the room selection process for special groups and residential learning communities
- **Interim and Break Housing Coordination**
  - Develop the applications for break and interim periods
  - Manage the roster of students who will be staying on campus during break and interim periods
  - Assess billing for break and interim periods
  - Provide programming to students during the break and interim periods
- **Operational Process Management**
  - Oversee records management processes that include, but are not limited to, Vacancy Reports, contract audits, and Hepatitis/Meningitis Waiver Applications
  - Ongoing room assignment processes including, but not limited to room changes and spring assignments
- Attend weekly supervision and staff meetings
- Serve in the on-call weekend duty rotation for approximately 30-40 guests in University Guest Housing and Skyview Apartments as well as provide operational support to Residence Life on-call staff
- Collaborate with Housing Ambassador GA and Business Operations Team
- Maintain divisional expectations of ongoing inclusion and social justice development
- Other duties as assigned, including some night and weekend time commitments

Questions regarding the above position should be directed to: Ally Schatzer, Assistant Director for Assignments and Student Services, [armstroa@ohio.edu](mailto:armstroa@ohio.edu)

**This position is currently filled for the 2019-2020 school year**

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process**, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at [es933317@ohio.edu](mailto:es933317@ohio.edu) or (740) 593-1800.

