

Event Services Operations Graduate Assistant

Position Description

The Event Services Operations GA, under the supervision of the Assistant Director of Operations, will primarily work with the Assistant Director of Operations in supervision, training, and accountability of Event Services student employees, facility management, emergency preparedness, and project planning. The GA will work closely with the AD of Operations to oversee and lead the Event Services Student Building Managers. Additionally, the GA will gain supervision experience by working extensively with student staff to ensure safe and efficient operations of facilities managed by Event Services. Finally, the GA will assist with the planning, organization, and successful implementation of events hosted within Event Services' spaces.

Schedule

- 20 hours per week – scheduled as office hours. Staff meetings are included in the work schedule.
- Some night and weekend hours will be necessary to oversee successful event execution.

Responsibilities and Duties (as assigned)

- Assist with the hiring and training of student staff.
- Serve as the central point of contact for student scheduling including monthly work schedules, Setup Crew shifts, and intersession scheduling, in addition to managing shift trades and time-off requests.
- Assist with the scheduling coordination of reservations and events in other major spaces that the department facilitates including Walter Hall Rotunda and Galbreath Chapel.
- Occasionally meet with customers to coordinate event details, answer questions, provide solutions, and guide them through the event implementation process.
- Communicate with student staff on event requirements such as staffing, technical, or setup details.
- Assist in the development, coordination, and execution of regularly scheduled Student Building Manager meetings.
- Assist with scheduling logistics and plans for large-scale conferences and events.
- Maintain current knowledge of changes and updates in facility operations.
- Able to perform all duties that student staff are tasked with to aid in extraordinary circumstances.

Dress Code

- Business casual during office hours. Departmental polo shirt will be provided.
- Certain events or circumstances may require business professional dress.
- Closed-toe shoes at all times.
- No cutoffs or ripped pants.

Expectations

- Provide consistent oversight of operations in Baker Center, Walter Hall Rotunda, and Galbreath Chapel.
- Consistently exhibit superior customer service.
- Hold student staff accountable via performance evaluations, disciplinary procedures, daily feedback, and training.
- Become knowledgeable of Event Services event spaces and operations to confidently be able to present information and be accessible to staff and patrons.
- Serve as a self-starter; find and troubleshoot problems as needed.

How to apply: Complete the online application at <http://www.ohiouniversityjobs.com/postings/29174>

To apply, please provide your resume, cover letter, list of professional references, and 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 or (740) 593-1800.

