Housing and Residence Life

Position: Graduate Assistant for Business Operations
Remuneration: $12,000 (plus room, meal allotment 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 an official training document

- **Returning Student Room Selection Process**
  - Provide front line customer service to students who are selecting a space during the Room Selection Process
  - Facilitate the All Hall Open House
  - Facilitate the Meet your Match- A roommate finding event program
  - Develop and facilitate the information sessions about the RSRS process
  - Facilitate special selection processes

- **First Year Room Selection Process**
  - Provide front line customer service to students who are selecting a space during the First Year Room Selection Process (FYRS)
  - Assist in the room selection process for special groups and learning communities

- **Interim and Break Housing Coordination**
  - Develop the winter and spring break applications for Winter Break and May Interim
  - Manage the roster of students who will be staying on campus during winter and spring break
  - Assess billing for winter and interim break housing
  - Provide programming to students during the break period

- **Operational Process Management**
  - Records Management Processes: Vacancy Reports, Roster Verifications, Hepatitis/Meningitis Applications
  - Ongoing room assignment processes including room changes and spring assignments
  - Attend weekly supervision and staff meetings
  - Serve in the on-call weekend duty rotation for approximately 20-30 guests
  - 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

This position has been filled for the 2017-2018 academic 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 four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.