Position: GA for Conferences, Guest Services and Facility Reservations
Remuneration: $12,000 (plus room, meal allotment and full tuition waiver)
Contact Person: Nikki Ohms, Assistant Director for Conferences, Guest and Student Services

Position Description
The Graduate Assistant for Conferences Events and Facility Reservations reports to the Assistant Director of Conferences, Guest 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 Selection and Training**
  - Serve on the Student Staff Recruitment and Selection Team
  - Assist with the recruitment and advertisement of student staff positions.
  - Assist with application review, interviewing and selection of student staff.
  - Evaluate, recommend and develop improvements for the staff selection processes.
  - Actively participate in the planning and implementation student staff training and development.
  - Evaluate, recommend and develop improvements for the staff training processes.
- **Summer Conference Coordination and Planning**
  - Contract development and space reservation.
  - Staff training and development of training materials.
  - Establishing building staffing levels, supplies and materials.
  - Assist with developing and maintaining marketing materials for attracting and retaining conference programs at Ohio University.
- **Facility Reservation**
  - Assist with the reservation process in the Living Learning Center and HRL venues.
  - Develop reservation policies.
  - Plan and assist with logistics of major events in the Living Learning Center.
  - Supervise facility set up and tear down procedures (this would go to the 1st floor GA), instead insert information related to supervision or oversight of events as it relates to customer service and satisfaction.
- **Event Management Planning**
  - Assist with the planning and oversight of major departmental events and programs.
    - Fall Semester Move-In coordination.
    - Holiday events for on campus students.
    - HRL Homecoming Reunion.
- **Guest Services**
  - Assist with the leasing and coordination of on-campus guest housing and University apartments.
  - 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.

Summer employment is not required but strongly encouraged with additional remuneration paid by Housing and Residence Life

Questions regarding the above position should be directed to:
Nikki Ohms, Assistant Director for Conferences, Guest and Student Services, ohms@ohio.edu

How to apply: Please complete the online application at: http://www.ohiouniversityjobs.com/postings/21288

To apply, you will need your resume, cover letter, and a list of professional references. 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 (740) 593-1800.