POSITION SUMMARY
The Operations Graduate Assistant (OGA) is a graduate student staff position within University Housing and Residence Life (UHRL). This is a live-out position (on-campus housing is not provided). The primary responsibility of the OGA is to coordinate and/or lead a variety of projects throughout the academic year. The OGA works an average of 20 hours per week including some evenings and weekends. This is a 12-month position with start and end dates in May or July. The OGA reports directly to Assistant Director for Housing and indirectly to the Director Housing and Residence Life.

POSITION RESPONSIBILITIES
The percentage of time devoted to each area may vary from time to time. Duties and assignments are subject to change at the discretion of the Assistant Director and/or the Director.

Administrative Responsibilities (60 percent, 12 hours)
1. Become an expert in key and lock procedures, as well as access cards and assist housing residents with lock changes, damaged keys, and access control issues.
2. Coordinate, schedule, and manage all aspects of Housing Ambassadors, including managing tours and appropriately following-up with Ambassadors and Assistant Director.
3. Become proficient in web-based programs used by the department, including but not limited to STG, Banner, HMS, and On-Guard systems.
4. Assist in campus-wide and area specific projects as assigned.
5. Attend and participate in department meetings.
6. Participate in one-on-one meetings with supervisor.

New Student/On-Campus Recruitment (20 percent, 4 hours)
7. Manage all recruiting tables associated with recruiting fairs to include War Eagle Days, Talons Days, Minority Introduction Days, and other various recruiting efforts.
8. Manage showroom presentation for all five showroom areas.
9. Provide training for the ambassador program to provide effective and informative tours
10. Advocate for diverse groups of students and personnel.

Operational Management (15 percent, 3 hours)
11. Assist professional staff with daily assignments such as data entry, filing, phone management, and daily operational tasks.
12. Assist professional staff with coordinating room assignments for housing partners
13. Network and communicate with supervisors, colleagues, student staff, support staff, and students.

Pre-Professional and Career Development (5 percent, 1 hour)
15. Participate in department and professional development activities.
16. Attend in-service training.
17. Serve as a member of department committees and task forces.
COMPENSATION AND BENEFITS
The Operations Graduate Assistant is paid $1224 per month, 20 hours per week. This is a 12-month position, though the OGA is not expected to work on University holidays. The Graduate School administers a “graduate tuition fellowship” for graduate assistants who meet certain assistantship requirements (the OGA position currently meets these requirements). Currently, the fellowship covers both in-state and out-of-state tuition. Please see the Graduate School website for more information about this program: Guidelines for Graduate Tuition Fellowships. Appointments are for one year only. OGAs may only work up to three consecutive years.

REQUIREMENTS AND QUALIFICATIONS
Required Qualifications
1. Must be able to work some evenings and weekends.
2. Must be able to work effectively with diverse university students.
3. Demonstrate strong organizational skills and excellent written and oral communication skills.
4. The OGA must have prior approval from supervisor if/when internships or practicums are scheduled as part of the academic program.
5. The OGA must submit and pass a background check.
6. Preference will be given to candidates who have residence hall leadership experience and/or who are pursuing a graduate degree in higher education, counseling, psychology, or education.

Educational Requirements
The OGA must hold a bachelor’s degree and be enrolled as a full-time graduate student at Auburn University (Auburn, AL) at the time of employment. The OGA may not take more than 9 credit hours per semester. The OGA does not have to be enrolled in academic classes in order to work during the summer semester.

HOW TO APPLY
To apply submit a cover letter expressing your interest, a resume, and responses to the essay prompts below no later than Monday, March 7, 2016 for priority consideration for the 2016-2017 academic year. Housing and Residence Life will interview at Auburn’s Placement for 2016 Graduate Assistants (PGA) program. All interested applicants are encouraged to participate. If you have any questions, please email Assistant Director Rob McKinnell at mckinrr@auburn.edu.

Application Essay Prompts
Please submit your responses to the following questions. Use 12-point Times New Roman font, double-spaced and one-inch margins. Limit each response to 200 words.
1. Describe your interest in the OGA position?
2. Describe your experience supervising others and your supervision style. What would be your priorities in supervising a team?
3. Describe your experience working with diverse groups of people.
4. When are you available to start working as an OGA? If you are available in summer, you are not required to be enrolled in summer to work as an OGA.

Revised 1/29/2016