Union Complex Graduate Assistant for Facilities and Technology

Principle Duties & Responsibilities

25% - Research – GA will conduct research regarding best practices of college unions around the country regarding technology, facility management, teaching, training, audiovisual services, and more. GA will use this research as well as surveys and focus groups to conduct assessment of Union Complex facilities and services and to benchmark our offerings, develop action plans, implement changes, and track progress in order to improve and advance our technology, facilities and services. GA will participate in other departmental and divisional research and assessment projects as required and assist in implementation of any resulting action plans. GA will read publications, like The Bulletin, from the Association of College Unions International (ACUI) and become an active ACUI member. GA will attend regional and national ACUI conferences and present their research when possible.

25% - Teaching – GA will provide ongoing training on facilities and technology for student staff, to include management of online training documents and assessment of training needs and training effectiveness. GA will teach student staff on specific topics relevant to their role in the Union Complex, such as customer service, leadership, problem solving, critical thinking, technology, audiovisual equipment, and more. GA will supervise approximately 9 student employees (Crew Leaders and Trent Lott National Center (TLNC) Specialists) within a learning-centered employment environment, to include training, scheduling, discipline, evaluation, and assessment of staff. GA will conduct one-on-one “Cultivation” meetings with staff twice per semester to discuss integrative learning, connecting each student’s individual experiences in the classroom to the real-world experience they gain in their role in the Union Complex.

45% - Administrative – GA will report to the Technical Services Manager. GA will oversee the daily technology aspects the Union Complex as well as operations for the TLNC and Joe Paul Student Theater. GA will check daily for accurate completion of facility, equipment, and technology setup within the TLNC and Joe Paul Student Theater. GA will ensure that all AV equipment is fully functional and will maintain inventory of AV items as well as keeping AV storage closets neat and orderly at all times. GA will assist in setup and troubleshooting of facility, technology, and AV equipment and ensure the overall physical appearance and upkeep of all spaces within the Union Complex, Trent Lott National Center & Joe Paul Student Theater. GA will report any technology issues to Technical Services Manager who will assist in finding a solution. GA will have a working knowledge of all Union Complex employee duties, attend all relevant student and department staff meetings, professional development seminars, and other training programs as assigned and will meet with supervisor weekly. GA will serve as Facility Manager in the Union Complex, TLNC, and Joe Paul Student Theater as required when other student staff are unavailable to do so. GA will Attend and assist with special VIP functions as determined by the Department and assist other graduate assistants with their responsibilities as needed.

5% - Other – GA will assist Union and Programs staff on special projects such as Move-In Day, Union Retreat, leadership development, and others. GA will solicit sponsorships and collect door prizes for Southern Miss Comcast Golf Classic tournament, which provides scholarships for Union Complex staff. GA will complete all additional duties and responsibilities, as assigned.

Hours - To be determined, schedule will be based on class schedule and events calendar.

I, ________________________________, do hereby acknowledge that I have read and understand all the above duties and professional conduct policies that are required of me after having accepted this position, and I will fulfill my obligation to my position or accept the disciplinary action that I will face.

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Graduate Assistant              Date

______________________________  ______________________________
Supervisor                     Date