Union Complex Graduate Assistant for Operations

Principle Duties & Responsibilities

25% - Research – GA will conduct research regarding best practices of college union operations around the country regarding facility operations, game room operations, staffing, teaching, training, and more. GA will use this research as well as surveys, focus groups, and other tools to conduct assessment of Union Complex operations and services and to benchmark our offerings, develop action plans, implement changes, and track progress in order to improve and advance our operations. 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 operations 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, operations, and more. GA will supervise approximately 12 student employees (Crew Members) 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 Assistant Director for Operations. GA will oversee the daily operations of the Union Complex. GA will check daily for accurate completion of facility and equipment setup taking place in the Union Complex. GA will ensure that all furniture and operations equipment is fully functional and will maintain inventory of furniture and operations items as well as keeping furniture and operations storage closets neat and orderly at all times. GA will assist in setup and troubleshooting of facility and AV equipment and ensure the overall physical appearance and upkeep of all spaces within the Union Complex. GA will report any operational issues to Assistant Director for Operations 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.

__________________________________________  __________________________
Graduate Assistant                                      Date

__________________________________________  __________________________
Supervisor                                             Date