

Department of Campus Life
The University of Georgia
Graduate Assistant – Facilities and Services

Department of Campus Life

The mission of the Department of Campus Life is to enhance the educational experience for all students and to help build a sense of campus community through a wide variety of programs and services for individuals and student groups. The Department is comprised of five units that provide services and programs to support the Departmental Mission. Those areas include: The Center for Leadership & Service, the Student Activities & Organization Office, Facilities & Services, Campus Life Business Office and Pr/Marketing unit. The Department of Campus Life is primary contact point for students through more than 600 registered student organizations, University Union student programming board, Center for Leadership and Service, Pandora Yearbook, WUOG 90.5, FM student radio station, National Student Exchange, and Student Government Association. The Department operates five facilities: Memorial Hall, Legion Pool, Legion Field, the Tate Student Center, and the Tate Student Center Expansion.

The Facilities and Services Unit of the Department of Campus Life is comprised of Facility Management, Information Desks, Building Managers, Night and Weekend Services, Legion Pool, Van Fleet, Event Services, Campus Reservations, Technical Services and Print and Copy Services. Facilities include Memorial Hall, Tate Student Center, the Tate Student Center Expansion, Legion Pool and Legion Field. This unit provides services, so students feel empowered to carry out the mission of their student groups and to aid in the holistic development of their college experience.

Description

This position in Facilities and Services will serve as a paraprofessional staff member in the Department of Campus Life. This position will provide a young professional the experience and working knowledge of how a student center operates on a daily basis. This position will interface with other units within the Department of Campus Life and Student Affairs through the various units within the Facilities and Services area.

General Duties

- Benchmark and research peer institutions policies and procedures as they pertain to facility usage by the university community and general public.
- Compile ongoing evaluation data for Campus Life Facilities and Services areas.
- Participate in a three week rotational schedule for each area in the Facilities and Services Unit once an Academic Year.
- Develop and maintain a student training policy manual for all Facilities and Services areas.
- Attend the Association of College Unions International (ACUI), Region 6 Conference (pending approval of funds by the department).
- Assist with the development of student training and operations manuals for Building Managers, Information Desks employees, student Lifeguards, Event Services student staff, Technical Services student staff, and Print and Copy Services.
- Become involved in the ACUI Region 6 Organization as a Graduate Student Representative.
- Participate in the planning and implementation of the Student Employee Education and Development (SEED) Program.
- Serve on Departmental planning committees for various events.
- Assist with the marketing of units within Facilities and Services.

Other Responsibilities

- Schedule weekly 13 hours of office time.
- Attend bi-weekly Facilities and Services staff meetings.
- Provide support for departmental events when needed.
- Develop intended outcomes for all Student Employee Education and Development (SEED) Programs.
- Attend all Tate Advisory Board meetings.
- Assist with all assessment projects within the Facilities and Services Unit.
- Be a representative of the Department of Campus Life and the Facilities and Services Unit to other units within the division of student affairs and UGA community.
- Perform other duties as assigned.