



Graduate Assistant: Operations

About the Office of Student Activities & Leadership

The Office of Student Activities & Leadership (SA&L) engages with the undergraduate and graduate student populations to develop opportunities for leadership growth through student organizations and campus traditions. The office works closely with other departments within Student Affairs (including Residence Life; Greek Life; Multicultural Affairs, International Student Services, Athletics, etc.) on several projects throughout the year. Graduate assistants in SA&L will have the opportunity to strengthen their organizational and written communication skills, while enhancing their project management skills. We strive to provide opportunities for graduate assistants to discover and nurture areas of personal interest.

Position Overview

The Graduate Assistant for Operations, under the supervision of the SA&L Business Manager will actively assist with the delivery of services provided through *the Sparta Center* (a student programmatic resource outpost located in the SA&L) by training, scheduling, and meeting with undergraduate student interns to ensure that groups reserving the supplies have successful programs. This also includes assisting in managing the inventory of the Sparta Center programmatic resources through Zoho Inventory in conjunction with the Business Manager. Additionally, this individual will work directly with the campus community as a front desk customer service assistant, managing day-to-day operations for the office. Finally, this individual will assist in the delivery of the *Spartie Mascot Program*.

Contract Dates

August 7, 2023 - May 9, 2024 (with the opportunity to add an additional year based on performance).

Qualifications

- All applicants must be enrolled as a part-time/full-time degree-seeking graduate student.
- All applicants must have obtained a bachelor's degree prior to the Fall 2023 academic semester to qualify for this position.
- Applicants must be available to work the complete term of the contract dates. If the academic graduate program conflicts with contract dates, please notify the selection committee in writing.



Student Activities & Leadership
Division of Student Affairs

11038 Bellflower Road
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Responsibilities

Sparta Center

Service offered through SA&L that provides programmatic resources to student organizations

- Work in conjunction with the Business Manager to ensure the proper training of SA&L interns with regards to office policies/procedures.
- Be well versed in the policies and procedures of the services that the Sparta Center provides.
- Manage the ordering and inventory of products offered in the Sparta Center.

Spartie Mascot Program

- In conjunction with the Business Manager, the Graduate Assistant for Operations will manage the mascot program, including but not limited to;
 - Recruiting students to serve as Spartie (as needed).
 - Tracking spartie hours and appearances
 - Managing incoming mascot requests and ensuring staffing at requested events.
 - Promoting the mascot program to the CWRU campus community.

Supervisory Role

- Work collaboratively with the Business Manager to lead the training and scheduling of SA&L interns.
- Meet biweekly with the SA&L interns to discuss concerns, inventory needs, and upcoming programs

Office Assistant

- Welcome walk-in guests, answer phone calls, assist with questions and connect patrons to professional staff as needed
- Serve as a resource to student organizations' use of SA&L services
- Operate office equipment (phones, copier, poster printer, and balloon equipment)

Graduate Assistant Collective Projects

Spring Activities Fair

- Report to the staff member leading SAF.
- Work collaboratively with the other SA&L graduate assistants to manage the outreach and coordination of the Spring Activities Fair.
- Be available for day of needs and logistics.

Campus Traditions

- Assist with campus tradition events, such as Homecoming, Hudson Relays, and Senior Week



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Other duties as assigned.

Preferred Skills

- Knowledge of inventory management systems
- Ability to manage time effectively and work on multiple projects simultaneously
- Candidates should demonstrate the ability to think creatively and have a passion for student development

Compensation and Benefits

- \$15/hour (approximately \$11,400/9 month contract)
- On campus parking pass
- Not to exceed 20 hours per week which may include weekends and/or evening hours
- Library access through OHIOlink; access to Veale Athletic Center and the Wyatt
- Professional development opportunities (practicums, department events, workshops, etc.)