Department of Housing and Residence Life – Occupancy Management
Graduate Assistant Position Description

The Graduate Assistant for Occupancy Management is a full-time graduate student who is an integral member of the Housing and Residence Life’s assignments team. This individual will become an expert in StarRez, the world’s premier assignment software. The Graduate Assistant will work regularly with undergraduate students and residence life staff to ensure that our department is meeting departmental mission.

Responsibilities:
• Manage electronic Room Inventory system in StarRez and develop process changes.
• Assist in processing room assignments, Residency Waivers, Housing Contract Appeals, and other duties relevant to the success of the department.
• Assist in email correspondence to students and staff.
• Assist in posting of charges to student accounts in StarRez.
• Represent the department and actively engage with students at events such as Move-In Days, Room Sign Up, Preview Days, Orientation, and Move Out.
• Serve as liaison between Assignments staff and Graduate Assistants and other appropriate departments to supply information as needed.
• Assist in training of Residence Life staff members in StarRez or other Assignments processes.
• Assist in financial and room assignment audits.
• Serve on University committees as requested.

Preferred Candidate Attributes:
• Ability to work well independently
• Strong written and oral communication skills
• Proficient with MS excel and google docs
• Strong organization and time management skills
• Interest in working with computer systems

Compensation and Work Schedule
The G.A.’s tuition waiver and stipend ($800/month) is compensation for working approximately 20 hours each week. Full tuition waivers are offered for in- or out-of-state residents. This GA must enroll for a minimum of nine and not exceed twelve credit hours of graduate study each semester the assistantship is in effect.

Period of Employment
• Reappointments are offered based upon successful fulfillment of expectations, evaluation, academic performance, and continued enrollment in the University
• Summer employment will be available for those returning to Housing & Residence Life.