

The graduate assistant for Occupancy will assist in the planning and marketing of Housing and Residence Life special events and initiatives. Experiences will include attending planning meetings and coordinating programs such as Move-In Days, Room Sign Up, Preview Day's, Orientations, and other departmental initiatives etc. This includes development of publications and materials for the Housing & Residence Life website, emails, etc. This position will report and work directly with the Manager of Housing – Occupancy.

The graduate assistant will be responsible for the following:

- Manage electronic Room Inventory system in StarRez and develop process changes.
- Assist in processing room assignments, Residency Waivers, Housing Contract Appeals, and other duties.
- Assist in email correspondence to students and staff.
- Assist in posting of charges to student accounts in StarRez.
- Will become an expert in StarRez, student housing program.
- Represent the Department and actively engage with students at events such as Move-In Days, Rooms 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.

Experience in Housing is not necessarily required. Through this experience Graduate Assistants will develop leadership skills through staff supervision but also practical experience in using an assignment software and event planning.