Position: Graduate Assistant for Student Unions and Activities

General Overview: Student Unions and Activities are comprised of the University Union, duBois Center, and Health and Learning Center. These buildings serve as central hubs for student services, recreation, events, clubs, and organizations. In addition, the University Union and du Bois Center houses the primary residential dining locations for north and south campus as well as a variety of retail outlets. These facilities are mainly operated with a student staff of 55+. The student staff is responsible for information desk operations, customer service to both internal and external customers of NAU, conference room set-up and support, opening and closing of the building, general building management, and equipment delivery around the NAU campus based on event needs. (This equipment requires manual labor and team effort to ensure equipment is delivered properly without damage in a timely fashion).

Assistantship Duties:

The Graduate Assistant for Student Unions would lead the hiring, supervising, and evaluating the Student Unions staff for all locations. In addition, the GA for Student Unions would work with the Event Coordinators and Associate Director to ensure that the buildings are operated with the goal of serving students, faculty, staff, and external customers with professionalism and a customer service oriented attitude. This includes, but is not limited to...

- Supervise and improve Student Union employee tasks (lost/found, communication materials, hiring processes, conference room set-ups, yellow bike operations, scheduling & event coordination)
- Student Union Staff Evaluations (Assessment Measures)
- Attend and play an active role in reservation meetings, management meetings and staff meetings on a weekly basis. On a biweekly schedule, conduct/arrange shift lead meetings.
- Coordinate and oversee office training and paperwork in areas such as: Job/Facility Training, CPR, Sexual Harassment, Van Training, GPA, EMSA Training, etc.
- Provide group presentations, speakers, and workshops for Student Union employees monthly. (Professional Development)
- Administer, verify, and submit payroll on behalf of the Student Unions staff.
- Provide solutions to staff issues, conduct meetings/probation, etc. (Advising)
- Replace student manager or shift lead on shift when necessary.
Other projects as necessary

Qualifications:

- Current or incoming Graduate Student (Preferred Majors: Public Administration, Educational Leadership, or Counseling: Student Affairs)
- Awareness of event planning, student supervision, training, and evaluation, building management.
- Ability to critically think, problem solve, build positive professional relationships, give continual feedback to student staff, follow-up on concerns within the building.
- Excellent written and oral communication skills
- Excellent organizational skills
- Ability to take initiative and utilize innovative techniques and creativity
- Ability to plan, prioritize, and coordinate multiple projects

Approximate stipend/remuneration: $12,000 per academic year. (9 Months) This is a 20 hour per week position. This also includes 100% in-state tuition and student health insurance.

Application Process:
Please submit a cover letter and resume with current contact information.

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