Graduate Assistant in Union Operations 2011-2010

Summary
The Graduate Assistant in Union Operations is a paraprofessional staff member who will work directly with the Director of Operations and the Assistant Director of Operations in the development and implementation of a comprehensive employee development program for Reitz Union student assistants, centered on learning outcomes; maintains and updates facility schedules; develops and maintains database of facility spaces, furnishings, and equipment; coordinates emergency response training for all facility staff; and coordinates facility reservations for in-house clients.

Time Commitment
20 hours per week with additional time required during peak periods such as the beginning and end of each semester. Occasional night and weekend hours may be required.

Contract Dates
August 8, 2011 to May 11, 2012

Remuneration
Salary includes tuition for up to nine (9) credit hours per semester and $8,250 annual stipend. Note: Florida is one of the few states without a state income tax. Opportunity for hourly summer employment may be available. Graduate students have access to health insurance through the University.

Job Functions and Responsibilities
Assists in the coordination and implementation of a comprehensive Student Employee Development program:

- Coordinates, develops and leads orientation sessions for student assistants at start of semester
- Facilitates the development of training videos on topics to include customer service, safety and risk management, and how-tos.
- Assists department managers with development of position descriptions, performance standards and expectations, and performance appraisal tools that are centered on learning outcomes.
- Collaborates with JWRU Marketing staff to develop tools to assess achievement of learning outcomes.
- Collaborates with student employee committees to develop and implement recognition and rewards programs to acknowledge and encourage exceptional performance and a variety of social activities to build community within the student employee ranks.

The Foundation for The Gator Nation
An Equal Opportunity Institution
Conducts reviews of student employee programs at other institutions and reviews current academic and professional resources in order to assemble proposals for best practices to be incorporated into the Reitz Union’s student employee program.

Maintains building schedules for holiday and break periods. Distributes schedules to all departments within the JWRU/BWC facility and updates schedules on web pages.

Develops and maintains a comprehensive database of facility spaces, furnishings, and equipment. Assist with surplus property surveys and annual property inventory process.

Coordinates emergency training programs for all JWRU employees – including first aid, AED use, and fire extinguisher use. Maintain records of training.

Coordinates facility reservations for internal clients, including Gator Nights, RUB Entertainment, and IDEAL.

Shadows/cross trains with all Operations Managers. Participates in monthly Operations Managers meetings.

Requirements
To be considered for an assistantship, students must have earned a bachelor’s degree from an accredited four-year institution and meet graduate school requirements and be admitted as a degree-seeking graduate student at the University of Florida. To maintain the assistantship, a 3.0 or better GPA must be maintained each semester. Students must also meet minimum course registration requirements for each semester they are appointed. Students must be enrolled in nine (9) credit hours of graduate course work during the fall and spring terms.

Desired Qualifications
Effective oral, written, and presentation communication skills. Experience working in a fast-paced environment requiring exceptional customer service skills. Undergraduate involvement in on-campus employment, campus activities, student union/campus center operations, programming board, or similar activities preferred.

Graduate Student Outcomes
Experience in facility operations, event planning, collaborating with various department managers, student employee development, learning outcomes development, strategic planning

Appropriate Graduate Majors
Student Personnel in Higher Education (SPHE); Recreation, Parks, and Tourism; or a related field is preferred.

Application Process
Send a resume, cover letter, and list of three professional/employment references to:
Mike Mironack, Ph.D.
Director of Operations
J. Wayne Reitz Union
PO Box 118505
Gainesville, FL 32611
mikem@union.ufl.edu