



## AUBURN UNIVERSITY

### HOUSING

## Administrative Graduate Assistant 2023-2024

### POSITION SUMMARY

The Administrative Graduate Assistant (AGA) is a graduate student staff position within Auburn University Housing (AUH). This is a live-off position (on-campus housing is not provided). The AGA is responsible for the overall coordination and execution of the department's marketing and communication efforts. This includes managing the graphic designer (undergraduate student), coordinating social media, updating the department website and digital signage, and other various communication outlets. The AGA is based out of the Auburn University Housing office in Talon Hall and works 20 hours a week. The AGA reports directly to the Coordinator of Business Operations and indirectly to the Assistant Director of Business Operations.

### POSITION RESPONSIBILITIES

The percentage of time devoted to each area may vary from time to time. Duties and assignments are subject to change.

#### Administrative & Operational Responsibilities

1. Participate in one-on-one meetings with supervisor.
2. Maintain frequent contact with supervisors and department members, responding in a timely manner and proactively seeking input.
3. Assist in the design and bid process for print and promotional materials.
4. Manage the department social media platforms alongside the social media ambassador and the Operations Graduate Assistant (OGA). This includes the management of Loomly, the department's social media scheduler platform.
5. Updating the department website and digital signage as needed.
6. Coordinates department email-communication inline with other communications platforms. Manages the communications calendar alongside the communications and social media ambassadors and the OGA.
7. Works closely with the OGA to manage the Off Campus Housing fairs each semester.
8. Works with campus partners to plan and execute the department's communication campaign for various projects and initiatives.

#### Staff Supervision, Selection, Training, and Development

9. Manage the graphic designer (undergraduate student staff member) which includes scheduling and prioritizing projects.
10. Ensure the graphic designer is informed of information necessary to succeed and ensure they are following expectations.
11. Coordinate the selection, training, and the evaluation of the graphic designer position.
12. Serves as an appropriate role model by abiding by University and AUH policies/rules and regulations, while balancing academic, professional, work, and personal life obligations.

#### Pre-Professional and Career Development

13. Serve as a member of department committees and task forces.
14. Participate in department and professional development activities



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#### COMPENSATION AND BENEFITS

The Operations Graduate Assistant is paid \$1430 per month. This is a 12-month position. The Graduate School administers a “graduate tuition fellowship” for graduate assistants who meet certain assistantship requirements (the AGA position currently meets these requirements). Currently, the fellowship covers both in-state and out-of-state tuition. Please see the Graduate School website for more information about this program: [Guidelines for Graduate Tuition Fellowships](#). Appointments are for one year only.

#### REQUIREMENTS AND QUALIFICATIONS

##### Required Qualifications

1. Must be able to work some evenings and weekends.
2. Must be able to work effectively with diverse university students.
3. Demonstrate strong organizational skills and excellent written and oral communication skills.
4. The AGA must have prior approval from a supervisor if/when internships or practicums are scheduled as part of the academic program.
5. The AGA must submit and pass a background check.
6. Preference will be given to candidates who have residence hall leadership experience and/or who are pursuing a graduate degree in higher education, counseling, psychology, or education.
7. The AGA is not permitted to be employed elsewhere on or off-campus.

##### Educational Requirements

The AGA must hold a bachelor’s degree and be enrolled as a full-time graduate student at Auburn University (Auburn, AL) at the time of employment. The AGA does not have to be enrolled in academic classes in order to work during the summer semester.

#### HOW TO APPLY

All applicants should go through [Placement for Graduate Assistants \(PGA\)](#). Preference will be given to students accepted in a graduate program at Auburn; however, a job offer may be made contingent on an applicant’s acceptance to Auburn. If you have any questions, please email [pga@auburn.edu](mailto:pga@auburn.edu).

Revised 10/12/2022