



AUBURN UNIVERSITY

HOUSING

Operations Graduate Assistant 2023-2024

POSITION SUMMARY

The Operations Graduate Assistant (OGA) is a graduate student staff position within Auburn University Housing (AUH). This is a live-off position (on-campus housing is not provided). The OGA is responsible for supervising undergraduate Housing Ambassadors (HA), managing housing tours, coordinating, and scheduling prospective student recruiting events, and completing various other administrative tasks in the office for the Business Operations team as needed. The OGA is based out of the Auburn University Housing office in Talon Hall and works 20 hours a week. This is a 12 month position with start/end dates in May or July. The OGA 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 campus-wide and area-specific projects as assigned.
4. Manages the department housing tours which includes planning, scheduling, registration, and assessment.
5. Coordinates prospective student recruiting events which includes scheduling staff and coordinating the appropriate print and swag materials needed for each event.
6. Assist the Business Operations Coordinator with housing applications, room assignments, housing cancellations and other duties related to Business Operations.

Staff Supervision, Selection, Training, and Development

7. Develop a team of HAs by coordinating and leading monthly staff meetings and regular one-on-one meetings with HAs.
8. Ensure Housing Ambassadors are informed of information necessary to succeed and ensure Housing Ambassadors are following expectations. This includes planning monthly staff meetings and one-on-one meetings with student staff members.
9. Assist in ensuring that all shifts are appropriately staffed.
10. Coordinate student staff selection, training, and the evaluation of Housing Ambassadors (HAs).
11. Serve 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

12. Serve as a member of department committees and task forces as needed.
13. Serve as a member of the Marketing and Communications team. This includes working closely with the Administrative Graduate Assistant (AGA) on various projects that relate to department communications and public relations.
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 OGA 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 OGA must have prior approval from a supervisor if/when internships or practicums are scheduled as part of the academic program.
5. The OGA 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 OGA is not permitted to be employed elsewhere on or off-campus.

Educational Requirements

The OGA 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 OGA 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.

Revised 10/12/2022