

**Graduate Assistantship – Facilities and Event Management (2)**  
**Preferred start date of June 1, 2018**

**Description:**

These positions are offered to accepted candidates in a BU graduate program and requires a work schedule of up to 25 hours per week. Each award consists of 8 credits of tuition remission per semester. The positions also includes a stipend.

**Graduate Assistant Positions are currently available in the following areas:**

- Facilities; Event Management
- Facilities; Operations

**Duties:**

- Assist Facility Management team with various aspects of the following:
- Facility Supervision – opening, closing, weekend and holiday shifts
- Student Staff Development
- Facility Reservations
- Special Events
- General Facility Operations
- Access control/facility security oversight

**Schedule:**

Graduate Assists will collectively cover building hours in coordination with the facilities team and shifts will generally include a mix of closings (5:30pm-11:30pm), openings (5:30am-10:30am) and weekend closing hours (2:30pm-10:30pm). GAs will also be required to arrange weekly office hours. Reasonable exceptions can be made for class, internship or other conflicts.

**Minimum Qualifications:**

- Ability to provide exceptional customer service
- Strong interpersonal skills
- Excellent Communication skills both written and verbal
- Working knowledge of Microsoft Office
- Ability to work independently
- A team-first attitude
- Ability to multi-task and prioritize

**Preferred Qualifications**

- Experience working in campus recreation or similar setting
- Knowledge of RecTrac software
- Knowledge of SubtUp staff scheduling software.
- Supervisory experience.

*To apply, please send a resume, cover letter and three references to Sara Do, Assistant Facility Manager via email at [sarado@bu.edu](mailto:sarado@bu.edu). Application review will begin immediately. Please note that only those selected for interviews will be contacted.*