

Graduate Assistantship - Facility Operations & Event Management (1)

One position available

Preferred start date of June 1, 2020

Description:

These positions are offered to accepted candidates in a Boston University 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

Duties:

Assist Facility Management team with various aspects of the following:

- Facility Supervision – opening, closing, weekend and holiday manager shifts
- Student Staff Development (about 80-100 staff)
- Facility Reservations
- Special Events Ops
- General Facility Operations
- Access control/facility security oversight

Schedule:

Graduate Assists will work collectively cover building hours in coordination with the facilities team and shifts will generally include a mix of weekday opening hours (5:30am-10:00am), weekday closing hours (5:30pm-11:30pm) and weekend closing hours (2:30pm-10:30pm) while also having 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 and Google Docs/Sheets/Forms
- Ability to work independently
- A team-first attitude
- Ability to multi-task and prioritize

Preferred Qualifications

- Experience working in campus recreation or similar setting
- Experience using technology such as RecTrac, SubItUp, GoBoard and Trello
- Supervisory experience
- Leadership experience

To apply, please send a resume, cover letter and three references to Sara Do, Assistant Facility Manager/Pro Shop Manager via email at sarado@bu.edu. Application review is rolling and only applicants selected for interviews will be contacted.