University of Maryland Baltimore County (UMBC)

Office of Residential Life

Title Graduate Assistant for Residential Facilities

Reports to: Assistant Director for Residential Facilities & Safety and Security Coordinator

Qualifications:
Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. At least one year's prior experience in residence hall related employment preferred.

General Responsibilities:
The Graduate Assistant for Residential Facilities is responsible for 1) assisting the Associate Director for Residential Facilities with scheduling and supporting Maintenance Assistants (MAs), maintaining inventory of and ordering maintenance supplies, supporting the ResLife tradesmen, performing on-call duty rotation other ResLife Grads and 2) assisting the Safety and Security Coordinator with the overall operations of the Residential Facilities ID card access control system. This is a 20-hour a week, year-round, live-in position. Candidates must be able to work flexible work schedules including some evenings, nights, weekends and holidays.

Specific Responsibilities:
Residential Facilities
- Participate in on-call duty rotation requiring response and assistance to the Maintenance Assistant staff, review their process and emergency calls to verify and authorize after-hours call-outs of Facilities Management staff or other contracted services (ABM Custodial; elevator repairs, etc); assist Community Directors with residential facilities resource answers to system problems, provide on-site assistance as needed for residential campus emergencies (floods, power outages, inclement weather, etc.)
- Assist in the on-going training and development of Maintenance Assistants
- Maintain inventory of supplies and order supplies and equipment when necessary
- Schedule the duty calendar and work schedule for Maintenance Assistants
- Assist with departmental fire drills as needed
- Provide helpful and referral services for students
- Attend departmental and divisional staff development meetings and activities
- Other duties as assigned

Safety and Security
- Learn and assist in data input and problem resolution of resident ID card access data bases and problem resolution with individual cards including resetting access levels for building doors, groups of residents or summer conference guests and address after-hours ID card access problems
- Other duties as assigned

Departmental Expectations:
- Participate in meetings, one-on-one’s and formal evaluation process once per semester
- Assist in department decision-making and development of departmental policy
- Maintain a minimum of 12 office hours per week
- Be available for ‘all-hands-on-deck’ during campus emergencies or unscheduled closings
- Participate in programs and events as required by the Department or Division
- Be present for building openings and closings
- Perform all related duties as requested

Salary:
Remission of tuition for 9 credits per semester (does not include mandatory graduate student fees), 12-month housing and 10 meals per week (while the University is in session). Partial University of Maryland System benefits and salary
Apply To:
Residential Life Facilities Graduate Assistant Search
Nikhil Yesupriya
UMBC
Residential Life Office
Erickson Hall
Baltimore, MD 21250

Include cover letter, resume, and the names and contact information for three references by March 26, 2016.

For more information, call 410-455-3952

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color and other underrepresented populations are encouraged to apply.