



Graduate Assistantship Opening

University Housing: Property Assistant Supervisor

The Office of University Housing invites applications from master's degree seeking graduate students to fill the following Fall 2024 – Spring 2025 graduate assistantship position.

Primary Duties and Responsibilities:

Graduate students hired in assistantship positions in the Office of University Housing will be responsible for, but not limited to:

Supervisory Duties:

- Recruiting
 - Review and filter Property Assistant applications
 - Plan staffing level for upcoming and future semesters
 - Schedule and execute interviews with applicants and Property Managers
 - Attend events to promote and recruit current students for the Property Assistant position
- On Boarding
 - Process hiring paperwork for all new hires
 - Communicate with all new hires regarding start date, training, required documents, etc.
- Training
 - Assist with group training sessions at the beginning of each semester and handle mid semester hires training
 - Assist in maintaining accurate training material
- Discipline
 - Work with Property Managers to manage write-ups, suspensions, and terminations for Property Assistants
 - Perform daily building walks to ensure the Property Assistants are present, adhering to dress code and performing expected duties
- Payroll
 - Verify time submitted by Property Assistants
 - Must be able to be present in main office when payroll is due
 - Communicate effectively with Property Assistants regarding submitting hours
 - Communicate effectively with the Student Payroll Office regarding any issues with payroll
 - Communicate effectively with Property Managers regarding any issues with payroll
 - Update payroll spreadsheet with new hires and payroll dates in a timely manner

Administrative Duties

- Create Property Assistant Manual and update semesterly or as needed
- Manage email account/Microsoft TEAMS Channel

- Respond to all emails/Microsoft TEAMS messages within 24 hours and return phone calls within 48 hours
- Provide any procedural updates and other important information through Microsoft TEAMS channel
- Coordinate Randolph reservations with the Housing Assignments Coordinator
 - Prepare front desk for check in's
 - Ensure a Front Desk Agent is present for check in's
 - Be present at Randolph check in's if a Property Assistant is not available
 - Attend mandatory weekly staff/scheduling meetings
 - Meets with supervisor weekly

Additional General Expectations:

- Must be able to work flexible schedule including nights, weekends, holidays
- Must be available for all semesters (spring, summer, fall)
- Must be proficient in Microsoft office especially Excel as well as general computer skills
- Knowledge of office procedures including record keeping, filing , typing and phone skills
- Possess the ability to demonstrate the following qualities: professionalism, effective leadership skills, personal maturity, dependability, motivation, initiative, integrity, responsibility, discretion, strong interpersonal communication skills (oral and written)

Eligibility and Additional Considerations:

Students in the **MBA** graduate programs are eligible to apply. Consideration may be given to graduate students pursuing a degree program and research focus with direct connection to the duties described above.

Graduate assistantship appointments with University Housing are for the academic year, beginning in August 2024.

Appointment requires unconditional admission, full-time graduate enrollment, and satisfactory completion of 20 hours of **in-person, on-campus** duties each week during the academic terms. Appointment does not require completion of duties when classes are not in session (i.e., during intercessions and student breaks).

Continuation of appointment to Spring 2025 and beyond is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations.

If an international graduate student, your visa status may place restrictions on your employment eligibility; if you are not certain if your visa status permits holding an assistantship, contact the Office of International Affairs in the Division of Global Engagement

Compensation:

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels.

- For the 2024-2025 academic year, the minimum stipend is \$1,150 per month for master's students, totaling \$11,500 paid over ten months.
- While the 2024-2025 tuition and fees are not yet set, using 2023-2024 rates, the tuition/fee waiver for an academic-year assistantship is valued at \$10,184 for U.S. resident graduate students and \$25,610 for non-resident international graduate students enrolled in 9 graduate credit hours per semester. For students taking more credits, this benefit is even higher.
- The accompanying fee waiver does not cover 100% of the supplemental insurance fee for international students on F-1, J-1, or other non-immigrant visas.

To Apply:

Send a letter of application/interest, resume or CV, and contact information for professional references to oncampusliving@louisiana.edu. Questions should be directed to Ellen Ponson, Assistant Director of Housing. Review of applications will begin immediately.