

Student Affairs Graduate Assistant

POSITION: Student Affairs Graduate Assistant

SUPERVISOR: Director of Housing Operations and Area Coordinator

DEPARTMENT: Student Affairs

GENERAL JOB DESCRIPTION

The Student Affairs Graduate Assistant reports to the Director of Housing Operations and Area Coordinator. This position directly oversees the daily operations and communications of the housing operations office. This includes, but is not limited to, managing emails, phone calls, and walk-in questions regarding the housing application process, placement, moves, etc. This role is responsible for the Student ID card process (photo upload, printing, etc.) and the management of the residential keys (inventory, pulling keys for move-in) Evening and weekend hours may be necessary at peak times throughout the academic year.

MAJOR DUTIES AND RESPONSIBILITIES

- Manage key inventory and assist in pulling keys;
- Assist in student occupancy checks and reports;
- Assist in Health & Wellness checks throughout campus;
- Assist in the preparation of buildings prior to and during check-in;
- Process identification cards for students; manage lost/reprinted Student IDs;
- Assist the up-keep of Heartland One Card for meal plans and access;
- Serve as a first point of contact with visitors to the Student Affairs office;
- Regularly communicate via email and phone with students, staff, and parents;
- Attend and participate in all professional staff training;
- Assist with FIRE, Welcome Weekend and any other campus events; and
- Other duties as assigned.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence: Fosters collaboration across the University

Communication: Strong decision-making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer