



Graduate Assistant for Event Services

POSITION: Graduate Assistant for Event Services

SUPERVISOR: Director of Event Services

DEPARTMENT: Event Services

GENERAL JOB DESCRIPTION

Tiffin University is seeking a Graduate Assistant for the Event Services Office. The Graduate Assistant for Event Services will provide direct support to the office by managing tech set-ups and requirements for all campus reservations. The Graduate Assistant will also supervise student tech workers and schedule support for events, as needed. The GA will provide support for event services, as needed.

MAJOR DUTIES AND RESPONSIBILITIES

- The Event Services Graduate Assistant will be responsible for supporting the technology needs related to campus set ups;
- The Graduate Assistant will assist with managing the event services reservation system;
- The Graduate Assistant will supervise the student tech workers in the department; and
- Other duties as assigned at the discretion of the Director.

QUALIFICATIONS FOR THE JOB

A bachelor's degree from a regionally accredited institution in business, Information Technology, or similar is required as well as enrollment in Tiffin University's graduate program. Preference will be given to those pursuing a business or higher education graduate program. Successful candidates will have strong work ethic; conduct themselves in a professional manner, and work well autonomously or in a team environment, and possess excellent written and verbal communications skills.

KEY COMPETENCIES

- Interdependence:* Fosters collaboration
- Communication:* Strong decision-making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Influences and Inspires

PHYSICAL REQUIREMENTS

- Ability to sit and or stand periodically for long periods.
- Must be able to lift 25 pounds or greater.



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