GRADUATE ASSISTANT - CENTER FOR STUDENT INVOLVEMENT
UNION OPERATIONS/EVENING PROGRAMS

NATURE OF WORK
The Graduate Assistant for the Center for Student Involvement – Union Operations/Evening Programs position involves facilitation of all aspects of student programming implemented by the Center for Student Involvement. This position will focus particularly on programming in the Union NiteSpot. The Graduate Assistant reports to the Duquesne Union Evening Manager, and will also assist other professionals in the Center for Student Involvement.

ILLUSTRATIVE EXAMPLES OF WORK
• Maintains a variable schedule which will include evening and weekend hours for a total of 20 hours. The Graduate Assistant will typically work Saturday evenings from 5:00 p.m. to Midnight, Sunday evenings from 5:00 p.m. to Midnight, and Monday evenings from 6:00 p.m. to Midnight. On occasion, the hours may be adjusted to accommodate special events in the Union and to cover when a supervisor is needed.
• Assists with the development and promotion of late night programming and events in conjunction with Evening Manager and various student organizations.
• Monitors late night programming and events. This includes the set-up and clean-up of various pieces of equipment, furniture, beverage machines and all refreshments throughout the Union.
• Assists with the physical operation of the NiteSpot including maintenance of recreational equipment.
• Assists with supervision of student aides in the Duquesne Union.
• Assists with programs implemented by the Center for Student Involvement.
• Supervises the Union facility in the absence of a professional staff member and adheres to all Union/University policies and procedures.
• Performs other work as assigned by supervisor or other members of the CSI staff.

REQUIREMENTS OF WORK
• Bachelor’s Degree.
• Currently enrolled in graduate program at Duquesne University.
• Flexible schedule.
• Ability to plan, organize, assign and supervise the work of student employees.
• Customer service skills and experience.
• Experience with audio-visual equipment is preferred.

Please contact Mike Cecil at 412-396-2119 or cecil@duq.edu for further info.
Application Deadline: TBA