



## Job Description

### **JOB TITLE: Graduate Assistant of Scheduling & Event Operations**

- Auxiliary Services

#### **POSITION SUMMARY:**

The Rider Graduate Assistant for Scheduling & Events reports to the Assistant Director of Scheduling and Events. This position is responsible for supporting the organization and setup of university events on campus within Auxiliary Services. This position is a 10-month position, and is responsible for assisting in the planning and implementation of on-campus events and summer conferences, including, but not limited to, event logistics, invoicing, and event-day operations. On-campus residency is required and included in the position's compensation.

#### **SPECIFIC RESPONSIBILITIES**

1. Assist the Event Operations Coordinator and the Assistant Director of Scheduling & Events in the student hiring and scheduling process for student event staff to ensure staff is of an adequate size to meet the scheduling needs.
2. Utilize 25Live scheduling software to verify event schedules
3. Coordinate with Event Operations staff for event set up, breakdown and logistics, as needed.
4. Ensure all setups meet code compliance for fire and safety requirements.
5. Ensure all staff are trained to support campus activities, events and conferences in event set-ups, and tear-downs, moving recreation equipment, furniture and other miscellaneous items, operating equipment and machinery, including driving Auxiliary Services truck when needed
6. Off season duties (summer and winter break) will include space and storage maintenance and repair.
7. Attend and participate in departmental meetings, as needed.
8. Having a working knowledge of software used by the Auxiliary Services department for daily use as well as support as needed. (25Live, When2Work, Asana, Social Tables, Google Drive etc.)
9. Other duties as assigned by the Assistant Director of Scheduling & Events.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Outstanding customer service attitude.
- Excellent communication skills.
- Friendly demeanor; good social skills; ability to be part of a team.
- Must be able to work independently with direction.
- Must take direction and feedback well.
- Must be able to supervise and train student staff.
- Knowledge of Audio/Visual equipment.
- Experience and proficiency using Microsoft Office (Excel, PowerPoint, Word) and Google Drive (Docs, Sheets, Calendar, email). Must be able to learn other software tools required by the department including 25Live and When2Work.

#### **REQUIREMENTS**

1. Current enrollment in a graduate program at Rider University.

2. Driver's license is required to drive University vehicles to transport equipment for events to various locations throughout the Lawrenceville and Princeton campuses.
3. This is a 10-month position that is required to work 20-hours per week during spring & fall semesters and 40+ hours per week during school breaks with a flexible schedule that includes early morning, late night and weekend hours. This is a two-year graduate assistant position that includes housing.

## **COMPENSATION**

- Current Graduate Assistant pay level
- On-campus housing (10 months),
- Tuition for two classes (six credit hours) for the fall semester and spring semester (total 12 credit hours per academic year).