

**BRIDGEWATER STATE COLLEGE
CAMPUS CENTER GRADUATE ASSISTANT – PRINT SHOP
(Stipend Position)**

GENERAL STATEMENT OF DUTIES

The Campus Center Graduate Assistant is responsible for management of the Campus Center Print Shop, the supervision of its student employees, and the management of the programs and services from these areas. He or she will also serve in the absence of the full-time professional staff of the Campus Center, when required.

SUPERVISION RECEIVED

Receives supervision from the Assistant Director, Campus Center.

SUPERVISION EXERCISED

Supervises all Campus Center Print Shop student employees.

CORE DUTIES

1. Responsible for the management and operation of the Print Shop in accordance with established Campus Center policies and procedures.
2. Hire, train, supervise, and evaluate student employees who work in the Print Shop.
3. Oversee the management of the Poster Printer, including the marketing and advertising of this and other Print Shop services.
4. Coordinate requests for marketing and advertising ideas from student organizations and college departments.
5. Attend all Campus Center Staff Meetings, as well as coordinate monthly Print Shop staff meetings with student employees.
6. Serve as an information officer to the public and college community.
7. Represent the College at Campus Center events, when necessary.
8. Complete reports to the full time staff on activities, events and concerns during his/her shift.
9. Other duties as assigned.

TOUR OF DUTY

The tour of duty is determined by the graduate student's class schedule, however, this position will usually work 5 hours a day, Monday's through Thursday's. This position requires availability during some weeknights, weekends, and holidays.

QUALIFICATIONS

1. Good written and verbal communication skills; strong customer service orientation; ability to interact well with the diverse segments of the Bridgewater State College community.
2. The successful candidate will be a mature, responsible, independent thinker, who demonstrates flexibility and good problem solving skills.
3. Preference will be given to candidates with previous cash handling and supervisor experience.
4. Preference will be given to candidates with previous experience working with college age students.

APPLICATION DEADLINE: See position posting.