

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

**GENERAL STATEMENT OF DUTIES**

The Campus Center Graduate Assistant is responsible for management of the Campus Center Game Room and Information Center, the supervision of its student employees, and the management of the programs and services from these areas. S/he 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 Game Room and Information Center student employees

**CORE DUTIES**

1. Responsible for the management and operation of the Game Room and Information Center in accordance with established Campus Center policies and procedures.
2. Hire, train, supervise and evaluate student employees who work in the Game Room and Information Center.
3. Provide coordination of programs and events that take place in the Game Room, as well as events that relate to student employee recognition and assessment.
4. Manage Campus Center operational duties as assigned.
5. Coordinate the response to operational and personal emergencies.
6. Serve as an information officer to the public and college community.
7. Represent the College at Campus Center events.
8. Complete reports to the full-time staff on activities, events and concerns during his/her shift.
9. Serve up to four Building Manager shifts a month, as scheduled by the Director of the Campus Center.
10. 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, Mondays through Thursdays. 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.