

DESK OPERATIONS AND SPECIAL PROJECTS COORDINATOR Graduate Assistant

Thank you for your interest in Residence Life and Student Housing (RLSH) and in the Desk Operations Coordinator position. The following items are required in order to complete your application process:

- Cover Letter
- Résumé
- Three Professional References

Applications for the Desk Assistant Position will be accepted on a rolling basis until we have filled the position. Priority will be given to applications received by April 1, 2009.

Please return your application materials to Cydni Vandiver through US Mail (PO Box 750215, Dallas, TX 75275) or directly to the Residence Life and Student Housing Office (3200 Binkley Ave.).

If you have any questions about the position, please contact Cydni Vandiver at cvandiver@smu.edu.

Typical Responsibilities

- Minimum commitment of 20 hours a week (up to 10 scheduled/structured office hours)
- Supervision of Desk Assistants
- Recruitment and training of Desk Assistants
- Scheduling Desk Assistants to maintain published desk hours of operation
- Assist in management of Desk Assistant timesheets with Desk Managers
- Cover desk shifts as required to maintain service of the Desk Operation
- Organize and facilitate monthly Desk Staff meetings
- Aid in transition from Summer Conference Operations to Desk Operations
- Participate in Opening
- Participate in portions of RLSH Professional Staff Training
- Participation with Council and Department committees as assigned
- Work on summer committees as assigned
- Assist in the coordination of departmental special projects such as summer conference operations, leadership development, and creating marketing publications
- Other duties as assigned

Qualifications

- Bachelors Degree Required
- Enrollment in a graduate SMU program prior to hire and start date
- Residential Life/Student Housing, supervisory and/or leadership development experience preferred

Compensation

- Stipend of \$600 per month for 11 months
- \$1,900 annual meal allowance
- \$1,000 tuition scholarship/book stipend per semester
- Partially furnished apartment including utilities, internet, expanded basic cable TV service and telephone service with voicemail

Start Date: July 6, 2009