

**Student Life Graduate Assistant
Events and Reservations Coordinator for Campbell Student Union – 12 month position**

Position Description:

Maintains the Max Facility reservations system; Input data for system and print daily and monthly reports; Ensure that events are never double booked; Follow all State and Buffalo State College guidelines for facility use; Educate facility users on services available to them (such as catering, decorating, additional equipment, etc.); Assist other support personnel in maintaining a pleasant environment and an efficient and professional facility operation; Ensure consistent communication with Student Life staff, maintenance staff, and Campbell Student Union tenants; Demonstrate a high level of customer service; Serve as an integral part of the Student Life staff by assisting in planning, coordinating and providing support for activities such as Homecoming, Welcome Back and Union Bash.

Required Qualifications:

Current or entering full-time (9 credit hours) matriculated graduate student at Buffalo State College.

Preferred Qualifications:

Current or entering Student Personnel Administration graduate student at Buffalo State College. Candidates should have experience in student leadership and/or programming, and workshop presentation skills. The successful candidate should also demonstrate strong oral and written communication skills, be computer literate and have the ability to work with a diverse student population.

Anticipated Date of Hire: 07-1-2009

Open Until Filled