

Title *Maintenance Operations Graduate Assistant
1 position available*

Status *Graduate Assistant, 12-month appointment*

Supervisor *Safety & Security Coordinator*

Dates *July 1, 2024 – June 30, 2025*

Qualifications:

Earned Bachelor's (UMBC preferred) degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to applicants admitted to programs related to Engineering, Education, Information Technology, Construction Management or Counseling and Student Personnel Services. At least one year's prior experience in residence hall related employment preferred. Ability to negotiate stairs in multiple level facilities with no elevators required.

General Responsibilities:

The Maintenance Operations Graduate Assistant is responsible for assisting the Facilities Coordinator(s) in the overall administration, planning, supervision of student staff and coordination of services in support of facility services functions. Residential Life has nine (9) communities, twenty-eight (28) buildings and houses approximately 4000 students. This is a 20-hour a week, potentially additional hours during peak season, live-in position and will be required to participate in an advisory capacity during after-hours on-call (formal rotation).

Specific Responsibilities:**Administrative Responsibilities:**

- Assist with the supervision of Maintenance Assistants (16), summer Project Assistants (25).
- Assist with development, coordination and implementation of consumable part supply, inventory control and preventative maintenance program.
- Assist with development, coordination and implementation of Safety and Security program planning.
- Assist with publications and educational components for Residential Facilities (fliers, workshops).
- Assist with opening housekeeping planning and preparation.
- Assist with the management of the Computerized Maintenance Management System (CMMS).
- Serve on designated Department or Divisional Committees.
- Provide feedback to the Facilities Coordinator(s) about facilities issues and performance of student staff and resident concerns.

Daily Operations Responsibilities:

- Inspect facilities to identify maintenance concerns and to assess work that has been completed by contractors.
- Serve as a liaison with Project Managers on designated projects or tasks.
- Supervise student Project Assistants and other student workers on related tasks.
- Conduct weekly walk-through inspections of all Residential facilities and grounds.
- Assist with the training & recruitment of student staff.
- Assist in the opening and closing of communities each semester.
- Assist with the management of the card access and security system (Lenel & Onity).
- Supervise staff snow removal as and when required.
- Supervise & direct student staff during times of emergency

Residential Life Expectations:

- Participate in regular one-on-one meetings with supervisor and formal evaluation processes once per semester.
- Schedule regular 1:1 meeting with Maintenance Assistants and complete formal evaluation processes per semester.
- Attend the summer and winter department retreat (July 23 and July 24 and the second week in January) and participate in monthly department meetings (typically Tuesday afternoons)
- Schedule regular staff meetings with Maintenance Assistants and Project Assistant staff.
- Assist in department decision-making and the development of departmental policy.
- Support essential functions in the department as it relates to community standards, student conduct and conferences.
- Identify and utilize appropriate liaisons in accomplishment of objectives.

Requirements:

- Participate in all hall openings and closings.
- Possess a valid driver's license.
- Lifting of some heavy items may be required at times.
- Work independently with minimal supervision.
- Able to learn and perform other duties as assigned.

Salary:

Remission is tuition for 9 credits per semester (does not include mandatory graduate student fees), room and meal plan (while the University is in session). Partial University of Maryland System benefits and stipend of approximately \$23,270 for the appointment period.

Apply to:

To apply, complete the [Application Here](#) and ensure you attach a cover letter, resume, and the names and contact information of 3 references. Please be sure that the following information is included when you name your files: Your last and first name and the document type, and the title for the position title for which you are applying. For example: Last First.Resume.Maintenance Operations

Student Affairs Mission Statement:

The Division of Student Affairs facilitates learning and prepares students for success in our multi-cultural and increasingly global society and workforce.

Residential Life Mission Statement:

The mission of Residential Life is to provide facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus. Residential Life staff foster the personal, social, academic, and leadership development of resident students and prepare them to be active and responsible citizens within the UMBC community and beyond.

Residential Life Vision Statement:

Residential Life co-creates exceptional and innovative living-learning environments for our campus community.

Residential Life Diversity Statement:

UMBC is a community composed of students, faculty, and staff of different cultures, sexes, genders, ethnicities, socioeconomic backgrounds, religious affiliations, races, sexual orientations, and levels of ability. We take pride in that diversity. Each of us must do our part to encourage productive interaction and relationships among the residents who live in our residence halls and apartments. Residential Living exposes students to individuals and experiences that will help them learn about themselves and others, and how the differences and similarities they discover impact their daily lives. We believe that there is a great deal to be learned, taught, and shared by each of us.

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.