STUDENT ASSISTANT JOB DESCRIPTION
2018-2019

The student assistant provides customer service to meet the needs of graduate students, prospective tenants and the staff of the Office of Housing & Food Services.

Responsibilities include:

Apartment Management:
- Assist with all aspects of the leasing program for UC managed monthly rental apartments, including managing tenant surveys, offering apartments and generating leases.
- Maintain waiting lists of prospective apartments.
- Update tenant and booking information for monthly rental apartments in housing information system.
- Assist with daytime lockouts at UC owned apartment complex as needed.
- Answer tenant phone and email inquiries.
- Aid with apartment turnover process through inspection of apartments and communication of facilities needs to proper personnel.
- Show apartments to perspective tenants.
- Send email notifications to tenants regarding operational needs (e.g. rent payments, facilities matters, smoke detector testing)
- Manage paperwork, files and keys as needed.

Graduate and Family Housing (GFH):
- Respond to emails and phone call inquiries regarding UC managed and off-campus graduate housing.
- Refer students and other constituents to proper on or off campus resources.
- Update GFH Web page as needed.
- Maintain updated records of apartment complexes in the nearby area.

Other Administrative Duties:
- Complete administrative tasks such as copying, scanning documents and faxing.
- Support Assistant Director in functions related to summer conferences as needed.
- Work on various Office of Housing & Food Services tasks as needed.
- Provide operational support.
- Other duties as assigned.

Supervisor:
Supervision and leadership provided by the Assistant Director of Housing

Qualifications:
Required
- All student assistants for GFH must have a valid driver’s license that permits them to drive a UC vehicle
- Ability to work between 10-24 hours per week during weekday business hours
- Current administrative skills in areas such as answering phones, using Microsoft Office suite of products and utilizing software or ability to learn these skills quickly
**Preferred**

- Graduate student status
- Knowledge about the University of Cincinnati, the surrounding neighborhood and Cincinnati.
- Available to work at least one year in the position.

**Compensation:**

- **Wages:** $10.00 per hour

Interested parties should contact Margaret Fogler, Assistant Director, at Margaret.Fogler@uc.edu for inquiries.
# Student Assistant Application

**Office of Graduate and Family Housing**

**2018-2019**

## Personal Information

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<thead>
<tr>
<th>Name (last, first middle):</th>
<th>UC ID #</th>
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<tr>
<td>UC Email Address:</td>
<td>Cell Phone:</td>
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<td>Current Address:</td>
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## Student Status

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<th>College:</th>
<th>Major:</th>
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<td>Class Standing:</td>
<td>Expected Date of Graduation:</td>
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## Employment History

**List your two most recent jobs**

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<tr>
<th>Employer:</th>
<th>Dates Employed:</th>
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<td>Position/Title:</td>
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RELEVANT EXPERIENCE
List any work, volunteer or organizational experiences that you consider to be relevant to your ability to perform this job:

PROFESSIONAL REFERENCE

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1. Why are you interested in the student assistant position?

2. Describe any personal or professional experience and/or qualities, such as customer service, public relations or crisis response, which you feel qualify you for this position.

3. What would you contribute to your staff team if you were to be hired?

4. Do you currently have a valid driver’s license that would permit you to drive a state vehicle? This is required of all student assistants.

I certify the answers on this document are true, to the best of my knowledge. I realize all the information furnished about myself will be verified by the Office of Housing & Food Services and that any misrepresentation of facts may constitute cause for discontinuance in the selection process, a non-appointment or dismissal. I authorize all previous employers to cooperate with the University and to release, on a confidential basis any information concerning my employment, and further authorize Housing staff to access to my academic and/or student conduct records. I have read and am familiar with the position description and the terms of employment.

Signature of Applicant ___________________________ Date ____________

The University of Cincinnati is an Equal Opportunity/Affirmative Action Employer.