



## Section I. – Job Details

<b>Job Title:</b>	Special Projects Graduate Assistant	<b>Hourly/Salary:</b>	Salary
<b>Department Area:</b>	Operations	<b>Classification:</b>	Exempt
<b>Location:</b>	Campbellsville, KY	<b>Travel Required:</b>	No
<b>Reports to:</b>	AVP of Operations	<b>Position Type:</b>	Part-Time
<b>Position Fill Date:</b>	1/23/2023		

External Posting URL – [www.campbellsville.edu](http://www.campbellsville.edu)

Internal Posting – Human Resources Job Board

## Section II. – Application Submission Information

<b>FAX</b>	<b>EMAIL</b>
<p><b>(270) 789-5180</b></p> <p><b>Subject Line:</b> Special Projects Graduate Assistant</p> <p><b>Attention:</b> HR Director</p>	<p><a href="mailto:jobs@campbellsville.edu">jobs@campbellsville.edu</a></p> <p><b>Subject Line:</b> Special Projects Graduate Assistant</p>
<b>ONLINE</b>	<b>MAIL</b>
<p>Click Link Below</p> <p><a href="#"><b>APPLY HERE!</b></a></p>	<p>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</p>
<p>Scan QR Code</p> 	

## Section III. – Job Description

### Job Summary:

The Special Projects Graduate Assistant (SPGA) will work with University Operations team in creating a system for deferred maintenance future planning. The SPGA will be trained to use a simple computer aided drafting program, and will use that to create floor plans of campus buildings after measuring the spaces. They will partner with the AVP and Operations team to create grading processes for flooring, paint, ceiling material, lighting, and HVAC systems, door hardware, and other items. They will then use the process to grade buildings/rooms/areas on campus. This data will allow CU Operations to better plan for general maintenance needs in spaces across campus.

***Job Responsibilities:***

Work with the AVP of Operations to create a grading process for flooring, paint, ceiling material, door hardware, HVAC, and other items. Will use this process to draw/create floor plans of buildings on campus, creating a log book for each building.

***Skills/Qualifications:***

Use a simple CAD program (no experience needed, will train.)

Use a tape measure and/or a laser tape measure (no experience needed, will train.)

Computer Skills are necessary

Must be trustworthy, self motivated, and able to work alone with little supervision.

Must be a current full time Graduate Student

**Essential Duties:**

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

*Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.*

*The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.*

*Employees must be able to perform the essential functions of the position with or without reasonable accommodations.*

**Section IV. – For HR Use Only**

Approved by Human Resources 1/13/2023

Posted Internally 1/13/2023

Posted Externally 1/13/2023