



**University  
of Dayton**

## **Housing & Residence Life**

### **Graduate Assistant for Technology Support, Web Development, & Reporting**

#### ***Statement of Inclusive Excellence***

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

#### **Overview**

The Graduate Assistant for Technology Support for HRL contributes to the mission of Housing & Residence Life and the University of Dayton by assisting staff in configuring, gathering and reporting information within our housing management software and maintaining information on the Housing Website.

This position is position is a 12 month live-in assignment. The GA for Technology Support will also be a part of the on-call rotation with the department of Housing and Residence Life

#### **Responsibilities**

##### ***Housing Management Software***

Housing and Residence Life at the University of Dayton utilizes the StarRez software application to manage occupancy, keys, guest policy enforcement and data reporting. The Technology Support for HRL Graduate Assistant will be responsible for maintaining application security, developing and supporting the deployment of dashboard components, building and maintaining reports that are utilized by a variety of department personnel, and assisting in the configuration of the StarRez portal. The GA is expected to have a working knowledge of SQL and Microsoft SQL Server. Experience with a graphical reporting tool is also required.

##### ***Website Management***

The dissemination of information related to housing policies is facilitated by the department website. The Technology Support for HRL Graduate Assistant will be responsible for using Cascade to update and publish new content. The GA will collaborate with various department contributors to ensure that the information on the website is correct and updated regularly. The GA is expected to have a fundamental understanding of standard principles of web design and coding (html, css, content management systems and exposure to web programming languages like php, .Net, Java, etc...). He/She will also possess an

ability to effectively organize and present information via the web using a predetermined design framework and content management system.

#### Administration

The graduate assistant may be expected to serve in the absence of the Director of Housing Operations on matters related to technology within the department. He/She is expected to complete all paperwork and other duties to ensure effective management of all technology solutions.

#### Special Coverage

The Technology Support for HRL Graduate Assistant may be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, Opening Weekend, Labor Day, Columbus Day, Fall Break, Halloween, Thanksgiving, Martin Luther King Day, President's Day, St. Patrick's Day Spring Break, Easter, and/or Closing.

#### **Minimum Qualifications**

- Fundamental understanding of standard principles of web design and coding (html, css, content management systems and exposure to web programming languages like php, .Net, Java, etc...)
- Ability to effectively organize and present information via the web using a predetermined design framework and content management system
- Strong written and verbal communication skills to effectively gather, implement and support HRL staff with website changes and reporting needs
- Knowledge of current trends and technical aspects of web standards (W3C, HTML5, JavaScript, etc...)
- Working knowledge of SQL and Microsoft SQL Server
- Previous experience using graphic reporting tools
- Knowledge of Microsoft Visual Studio preferred

#### **Remuneration**

- Competitive stipend.
- Room and board
- Tuition assistance while participating in the GA program.
- University Healthcare

#### **For more information contact:**

Jim Froehlich  
Director of Housing Operations  
jfroehlich1@udayton.edu  
937-229-3317