

# Housing and Residence Life (H&RL)

## Web Development and Reporting

### 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, maintaining information on the Housing website and supporting online learning through the creation of modules on Isidore. This GA position involves a 12-month live-in assignment and an 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.

#### Online Learning

The graduate assistant will assist the Special Interest Housing Committee in creating and maintaining online training modules for a variety of topics. This may include editing of simple video presentations, creation of online quizzes, and the management of the Isidore class roster.

#### 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.

#### Remuneration

- \$7,700 Stipend /academic year
- Room and Board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

#### For more information, contact:

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