Graduate Assistant Job Responsibilities

The following job responsibilities can be filled and or delegated to a Graduate Assistant by the Inventory Control Manager and other members of the EDS Team.

- Assisting with various office tasks including filing, taking and typing notes, answering the telephone, scheduling meetings, and reserving rooms.
- Working with inventory management software.
- Creation and revision of standard operating procedures and training documents.
- A significant amount of data gathering, verification, and entry in addition to coordinating with others to gather data.
- Counting inventory and assisting with the creation of inventory count sheets.
- Running errands on campus.
- Working locations may include any Eagle Dining location.
- Proficiency with Microsoft Office Applications including word processing, spreadsheets, and databases is preferred.
- Effective Communication (Verbal and Written).
- Organization.
- And other duties as assigned.

Resume and cover letter required.