

Center for Campus Life

Graduate Assistant for Building Management Services & Vending

**Overview**

The Graduate Assistant (GA) for Building Management Services & Vending is a 20 hour per week, full time graduate student position that support facility management and vending coordination for the Student Alumni Union and Campus Center under the guidance of the Associate Director, Building Operations.

**Supervisors:** Supervision provided by the Associate Director, Building Operations.

**Essential Tasks:**

- Assist with all functions of building management including card access, keys, inventory and equipment
- Co-supervise all functions of the Welcome Center staff including interviews, training and evaluations
- Ensure monthly Fire Extinguisher check process is completed
- Co-manage card access system for the Campus Center and Student Alumni Union
- Coordination of the off campus vendors and vending fairs
- Oversee management of the vending operation including money collection, bookkeeping, marketing & reporting
- Ensure the enforcement of RIT policies pertaining to campus vending

**Non-Essential Tasks:**

- Provide back up support and coverage for the Welcome Center
- Assist with marketing strategy development and assessment of the facility and vending
- Assist with event staffing and support as needed

**QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:**

- Bachelor's degree required
- Enrollment in a graduate program at RIT or surrounding colleges/universities
- Clerical or staff assistant experience
- Proficient knowledge of Microsoft Office Suite, especially Microsoft Excel
- Excellent written and verbal communication skills

- Reliable and ability to manage multiple tasks simultaneously
- Detail-oriented and organizational skills
- Ability to manage confidential information and records
- Employment in the Center for Campus Life is conditional based on student conduct status. Any disciplinary sanction higher than a warning will be reviewed for future and continued employment with the Center for Campus Life.

**QUALIFICATIONS AND SPECIAL SKILLS PREFERRED:**

- American Sign Language (ASL) skills or willingness to learn ASL.

**Learning Outcomes:**

- Demonstrate the ability to analyze a problem and devise a solution in a group.
- Demonstrate the ability to research, analyze, and reason from evidence to reach an effective conclusion or outcome.
- Employ ethical values that guide practices and professional standards in order to become responsible for civic-minded professionals.
- Communicate appropriately and effectively within various organizational contexts including verbal and written platforms.
- Investigate their ethical responsibilities to their community, society, discipline, and profession-based on various perspectives and associated standards.
- Classify the role they play within a group.
- Identify the group's common purpose, including aims, values, and vision.
- Identify their strengths and weaknesses, values, attitudes, and emotions that motivate action.
- Implement project management knowledge, processes, lifecycle and the embodied concepts, tools and techniques in order to achieve project success.
- Discuss their views and values with contrasting others in a civil manner that develops positive relationships.

**CAS Domains:**

- Cognitive Complexity
- Practical Competence
- Interpersonal Competence

**To Apply:**

Submit a cover letter and resume and list of references to [tbcl@rit.edu](mailto:tbcl@rit.edu) - Please no phone calls

### **Additional Information**

- 20 office hours per week
- Hours will be determined in conjunction with the Associate Director
- One day of training from the Center for Campus Life prior to the start of the academic year (in August)
- All graduate assistants employed by the Center for Campus Life must attend the training if hire is prior to September
- One academic year (August through May); option for one academic term (Fall or Spring) also available; a separate appointment may be made for Summer term
- Renewable on an annual basis by mutual consent
- Note – those students from schools other than RIT are only eligible for graduate assistantships for one academic year
- Hourly wage – \$14