

CENTER FOR CAMPUS LIFE
GRADUATE ASSISTANT – CAMPUS LIFE

Position Title:

Graduate Assistant for Campus Life

Department:

Center for Campus Life

Overview

The Graduate Assistant (GA) for Campus Life is a 20 hour per week, full time graduate student position that provides coordination and reception responsibilities for the Campus Life Leadership office, which includes the Assistant Vice President – Student Affairs, 2 Senior Associate Directors, 2 Graduate Assistants, and 3-4 undergraduate student paraprofessionals. The Graduate Assistant will support the Senior Staff Specialist for the Center for Campus Life/Student Government with administrative management, organization, and coordination responsibilities for the department and Student Government. This position is supervised by the Senior Staff Specialist for the Center for Campus Life/Student Government.

Major Responsibilities

- Reports to the Senior Staff Specialist
- Attend to the CCL Main Office front desk
- Support hiring and management initiatives for CCL and Student Government
- Plans, organizes and implements CCL/SG meetings
- Maintains databases and regular communication with campus partners
- Assist with the implementation of leadership training programs
- Coordinates CCL space
- Co-advises the Club Review Board process and the Competitive Sports Club Federation

Compensation & Terms

Twenty (20) hours per week unless otherwise noted

Hours will be determined in conjunction with the Senior Staff Specialist for Campus Life

One (1) week of training prior to the start of the academic year (in August)

All graduate assistants employed by the Center for Campus Life must attend the entire training week
12 month position dated May 2021-May 2022 unless otherwise discussed. Renewable on an annual basis by mutual consent and as allowable by RIT policy for temporary hires; students from schools other than RIT are only eligible for graduate assistantships for one year.

Reporting Relationship

The Graduate Assistant for Campus Life reports directly to the Senior Staff Specialist for Campus Life

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 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 via email to Bridget Callari, Senior Staff Specialist for the Center of Campus Life: bmcccl@rit.edu.