

Center for Campus Life

Graduate Assistant for Reservations

Overview

The Graduate Assistant (GA) for Reservations is a 20 hour per week, full time graduate student position within the Event Services team in the Center for Campus Life. The position provides coordination and support managing space reservation requests and facility usage.

Supervisors: Supervision provided by the Associate Director of Campus Life

Essential Tasks:

- Review and confirm space reservation requests submitted by student clubs and organizations and RIT departments through the reservation management system to
- Facilitate services to be provided for events and meetings and provide review of event details in regards to safety and risk management
- Meet with students and RIT faculty and staff to discuss and plan space reservation and event needs
- Communicate with RIT departments to collaborate on support services and reservation approval
- Support the performance contract management process to ensure legal and fiduciary requirements of the university
- Analyze reservation data and create reports summarizing events and facility usage
- Provide support and co-supervision of the student reservations staff

Non-Essential Tasks:

- Provide back-up support for the Campus Life Welcome Center
- Assist with Campus Life projects and events
- Attend and provide support for department events including, but not limited to, FreezeFest, Late Night Dance Parties, and Open Houses

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

- Bachelor's degree required
- Enrollment in a graduate program at RIT or surrounding colleges/universities
- Proficient knowledge of Microsoft Office Suite, especially Microsoft Excel
- Strong written communication skills and ability to present effectively

- Ability to work independently and manage multiple tasks simultaneously
- Ability to manage confidential information and records
- Employment in the Center for Campus Life is conditional based on student conduct status. Any student conduct 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 brsrla@rit.edu - Please no phone calls

Additional Information

- 20 office hours per week while classes are in session. Opportunities exist for work during break periods.
- 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
- Position is for 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
- Position is 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
- Wage – \$14.00 per hour