

## **Clubs and Organizations**

### **Graduate Advisor, Clubs and Organizations**

#### **Overview**

The Graduate Assistant for Clubs and Organizations is a graduate student (pre-professional) position within the Center for Campus Life. Major responsibilities include: assisting in overseeing the administration of 300+ clubs, planning and organizing club meetings and club days, and maintaining club communication between students and staff.

#### **Minimum Qualifications**

- ✓ Bachelor's degree required
- ✓ Enrollment in a graduate program at RIT or surrounding colleges/universities
- ✓ Involvement as an undergraduate student in a student club or organization
- ✓ Possess an extensive knowledge of current trends in student organizations and student engagement

#### **General Responsibilities**

- ✓ Reports to the Associate Director for Student Engagement on club needs
- ✓ Provides statistical data regarding clubs and their activities on campus
- ✓ Coordinates all communication between CCL and clubs
- ✓ Plans, organizes and implements club meetings and club days
- ✓ Maintains club databases and distributes quarterly updates to key campus administration within CampusGroups (RIT's Student Engagement platform system)
- ✓ Assist with the implementation of leadership training programs
- ✓ Coordinates club space (swipe access, locker assignments, etc.).
- ✓ Co-advises the Club Review Board process and/or the Competitive Sports Club Federation
- ✓ Participation in bi-weekly Student Engagement staff meetings
- ✓ Participation in Center for Campus Life monthly staff meetings
- ✓ Support the vision, mission, and values of the Center for Campus Life, and RIT
- ✓ Participation in Campus Life programs and activities including some evening and weekends
- ✓ Participation in a one week training program in August
- ✓ Assist in office coverage as needed

#### **Compensation & Terms**

- ✓ Twenty (20) hours per week unless otherwise noted
  - Hours will be determined in conjunction with the Associate Director
- ✓ 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
- ✓ Nine (9) month position from August 2021 to May 2021
- ✓ 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 wages of \$14.00

#### **Learning Outcomes**

- ✓ Demonstrate the ability to analyze a problem and devise a solution in a group.

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- ✓ 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.

## **CAS Domains**

- ✓ Cognitive Complexity
- ✓ Practical Competence
- ✓ Interpersonal Competence

## **To Apply**

Application must be submitted at <http://cglink.me/s26250> along with a cover letter and resume. For questions, please direct to Di'Monique George, Associate Director for Student Engagement at [dsgrla@rit.edu](mailto:dsgrla@rit.edu).