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.
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.