

Center for Campus Life

Graduate Assistant for Off-Campus and Commuter Services (OCCS)

Overview

The Graduate Assistant for Off-Campus and Commuter Services is a graduate (paraprofessional) position within the Center for Campus Life. Responsibilities include participation in Campus Life staff meetings, supporting the vision and mission of the Center for Campus Life at RIT, and participation in programs and activities including some nights and weekends

Supervisors: Supervision provided by the Senior Associate Director for Student Engagement

Essential Tasks:

- Work with Off-Campus and Commuter services (OCCS) in promotion of programs, and education of off-campus and commuter student needs
- Supervise a staff of undergraduate Commuter Ambassadors
- Coordinate and implement off-campus community outreach and programming
- Assist with implementation of annual Commuter Spirit Week
- Meet weekly with Senior Associate Director for Campus Life to discuss outreach tactics
- Plan and run weekly student staff meetings
- Coordinate the office management and procedures for OCCS including but not limited to: purchasing and maintaining office equipment, inventory systems, commuter locker sign-up/removal, bulletin boards and display areas, etc.

Non-Essential Tasks:

- Assist with Campus Life projects and events
- Attend and provide support for department events including, but not limited to, New Student Orientation, FreezeFest, and Open Houses

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

- Bachelor's degree required
- Desire to serve as role model and engage all students

- Experience as an off-campus or commuter student
- Knowledge of specific issues that impact non-residential students
- Enrollment in a graduate program at RIT or surrounding colleges/universities
- 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: Complete application on recruitment website.