

**CENTER FOR CAMPUS LIFE
GRADUATE ASSISTANT
COLLEGE ACTIVITIES BOARD/ FINANCE AND SPECIAL EVENTS**

I. GENERAL RESPONSIBILITIES

The Graduate Assistant for Student Activities Programming is a graduate student (pre-professional) position within the Center for Campus Life. Major responsibilities include aiding in the development of a balanced program of social and learning activities for the college campus at large in conjunction with the College Activities Board and the Center for Campus Life. The second element to this position will support the College Activities Board Financial Assistant in all aspect of finance for the board. This includes budgeting, Oracle reporting and spending requests.

II. SPECIFIC RESPONSIBILITIES

Assist with advisement of the entertainment programming staff and the Publicity/Marketing staff on the College Activities Board regarding the planning, budget, implementation and evaluation CAB's events. Support the College Activities Board Financial Assistant in all aspect of finance for the board. Planning occurs approximately one quarter in advance.

- a. Assists with the planning and implementation of the College Activities Board (CAB) special events including, late night activities, Brick City Weekend, do Stuff for Stuff and Spring Festival.
- b. Plans, implements, and evaluates entertainment programming for the campus in conjunction with CAB.
- c. Maintains daily office hours Mon-Fri (hours chosen must fall between 8:30am-4: 30pm)
- d. Assist with providing staff coverage for events (this includes weekend and evening hours, approximately 4 weekends per quarter)
- f. Assist with coverage for special center and campus events as assigned (this will include evening and weekend hours)
- g. Work closely with the Financial Assistant on all financial elements of CAB including, Oracle, budgets, spending requests, contracts and financial management.
- h. Other responsibilities as deemed appropriate (*i.e.* mailings, assessments, etc)

III. COMPENSATION

Stipend: \$9000
Non-traditional hours

IV. REPORTING RELATIONSHIP

The Graduate Assistant for College Activities Board/Campus Life Program reports to the Assistant Director for Campus Life Programs.

V. APPLICATION PROCEDURE

Submit cover letter, resume, and names/phone numbers of three references to:

Graduate Assistance Selection Committee
RIT Center for Campus Life
34 Lomb Memorial Drive
Rochester, NY 14623-5603
(585) 475-7058