

**CENTER FOR CAMPUS LIFE  
GRADUATE ASSISTANT  
COLLEGE ACTIVITIES BOARD/CAMPUS LIFE PROGRAMMING  
STUDENT ACTIVITIES LATE NIGHT PROGRAMMING \***

### **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. These events will primarily take place on weekends and at night.

### **Major Responsibilities**

1. 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. Planning occurs approximately one quarter in advance.
  - Assists with the planning and implementation of the College Activities Board (CAB) Friday Night in the Ritz.
  - Plans, implements, and evaluates entertainment programming for the campus in conjunction with CAB; Coordinator for Campus Life
  - Maintains daily office hours Mon-Fri (hours chosen must fall between 8:30am-4:30pm)
  - Assist with providing staff coverage for events (this includes weekend and evening hours, approximately 4 weekends per quarter)
  - Assists with the planning and implementation of late night programs on weekends.
2. Completes intake hours one afternoon a week for Event Registration (EVR).
3. Provide mandatory coverage during Center for Campus Life events including late night programming, Brick City Festival, Spring Festival and Senior Night (this will include evening and weekend hours).
4. Other responsibilities and projects as assigned. 20 hours per week; some non-traditional hours.

### **Compensation**

Stipend for nine month position: \$9,300

**Reporting Relationship**

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

**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

\*This document is in the process of revision. It may change without notice.