

**CENTER FOR CAMPUS LIFE
GRADUATE ASSISTANT
COLLEGE ACTIVITIES BOARD/CAMPUS LIFE PROGRAM
STUDENT ACTIVITIES PROGRAMMING**

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.

II. SPECIFIC RESPONSIBILITIES

1. *In conjunction with the College Activities Board:* 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 of the Board events. Planning occurs approximately one quarter in advance.
 - a. Assists with the implementation of the College Activities Board (CAB) orientation/training in the fall (first week of September).
 - b. Plans, implements, and evaluates entertainment programming for the campus in conjunction with CAB; Assistant Director for Campus Life Programs.
 - 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)

2. *In conjunction with Campus Life Programs:* Assist Coordinator of Campus Life Programs in implementation of a balanced program of social and learning activities for the college campus at large, in conjunction with the College Activities Board and Major Events
 - a. Assist Assistant Director of Campus Life Programs in planing, implementing, marketing and evaluating the major programming events for each quarter, in conjunction with Campus Life Staff, including:
 - College Bowl-local tournament in January
 - Senior Events Department- Two events each quarter plus planning Senior Week
 - b. Assist with coverage for special center and campus events as assigned (this will include evening and weekend hours)
 - c. Other responsibilities as deemed appropriate (*i.e.* mailings, assessments, etc)

III. REPORTING RELATIONSHIP

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

IV. 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