

CENTER FOR CAMPUS LIFE
GRADUATE ASSISTANT - CULTURAL AND EVENTS PROGRAMMING*

General Responsibilities

The Graduate Assistant for cultural and events programming is a graduate student (pre-professional position) within the Center for Campus Life. The major responsibilities in this position include: assistance with all cultural programs and events offered by the center and its affiliates; assisting in the event registration process and registering cultural events for the center; assisting at center events both cultural, late night and all-call programs; assisting with the contract process and event logistics for center programs.

Major Responsibilities

1. Works with the Associate Director to program, advertise, implement and assess the Cultural Spotlight and Performing Artist Series. Assist with the production of each event by placing tickets on sale and working the night of each performance.
2. Review and prepare entertainment contracts for completion by the Associate Director. Assist with other event contracts as assigned for the center and its affiliates.
3. Maintain a spreadsheet on ticket sales, revenue and expense for each cultural event. Assist in the completion of all quarterly and annual reports for cultural events.
4. Assist with the event registration process working an afternoon a week and registering all cultural events.
5. Revise the Cultural Events Manual on a yearly basis and maintain the events files for all cultural events.
6. Responsible for providing staff coverage for special events and serve on a rotation for working late night events.
7. Completes periodic intake hours for Event Registration (EVR).
8. 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).
9. Other responsibilities and projects as assigned. 16 hours per week; some non-traditional hours.

Compensation

Stipend for nine month position: \$7,441

Reporting Relationship

The Cultural and Events Programming graduate assistant reports to the Associate Director for Campus Life. This position is nine months long beginning in late August with training and ends at the end of May. Graduate Assistants work twenty hours per week. This position is paid on a stipend basis twice a month. Graduate Assistants must be able to work some non-traditional hours.

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.