

CENTER FOR CAMPUS LIFE GRADUATE ASSISTANT – EVENT REGISTRATION & CONTRACTS

General Responsibilities

The Graduate Assistant for Event Registration is a graduate student (pre-professional) position within the Center for Campus Life. Major responsibilities include: coordination of Event Registration Office, the contracts process, co-supervision of the Student Services Assistants.

Major Responsibilities

1. Co-supervision of all functions of the Event Registration (EVR) Office:
 - a. Work within the Event Registration database and assist with the preliminary review (pre-approval) process of all events.
 - b. Review and follow communication on events once the preliminary review is completed and throughout process moving toward confirmation of event.
 - c. Communicate with Coordinator for Student Services on events that need special attention.
 - d. Assist in the coordination EVR Services meeting as needed.
 - e. Develop weekly, monthly and quarterly reports, as well as other reports as assigned.
 - f. Develop and coordinate quarterly scheduling of Student Services Assistants.
 - g. Interview, train, and evaluate Student Services Assistants as needed.
 - h. Respond to daily questions from staff related to events registered in the EVR system.
 - i. Assist Coordinator for Student Services with the future direction of Event Registration.
 - j. Attend weekly Student Government Finance meetings as the EVR liaison.

2. Supervise the RIT Contracts Process
 - a. Work within the Contracts database to process contract requests and create contracts with Campus Life, student organizations, and other departments as designated.
 - b. Maintain contracts and all appropriate paperwork related to each contract as it pertains to RIT's Center for Campus Life and RIT's student organizations.
 - c. Responsible for dissemination of appropriate financial paperwork for contracts to be paid by RIT Accounts Payable Office.
 - d. Develop and coordinate quarterly reports related to number of contracts processed.
 - e. Respond to daily inquiries from students and staff related to contracts and the contracts process.
 - f. Assist Coordinator for Student Services with the future direction of Contracts Process.

3. Other responsibilities and projects as assigned. 20 hours per week; some non-traditional hours. Training dates are yet to be determined.

Compensation

Stipend for nine month position to be determined.

Reporting Relationship

The Graduate Assistant for Event Registration & Contracts reports to the Coordinator for Student Services.

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