

**Center For Campus Life**  
**Graduate Assistant-Club Administration**  
**Job Description**

**I. GENERAL RESPONSIBILITIES**

The Graduate Assistant for Club Administration is a graduate student (pre-professional) Position within the Center for Campus Life. Major responsibilities include supporting the Assistant Director for Campus Life Programs with the coordination of various services to the clubs including training, recognition, activity programming and advising, participation in leadership training initiatives, event registration billing and tracking for clubs.

**II. SPECIFIC RESPONSIBILITIES**

1. Provides statistical data regarding clubs and their activities on campus.
2. Coordinates all communication between Campus Life and Clubs
3. Plans, organizes and implements monthly Club Meetings and Club Days.
4. Maintains club databases and distributes quarterly updates to key campus administration.
5. Assists with the implementation of leadership training programs and workshops for clubs as requested.
6. Coordinates Club Advisor luncheon quarterly.
7. Distributes responses of club review board meetings.
8. Maintains up to date contacts with each club and keeps attendance for all Club Meetings.
9. Coordinates Club Space.
10. Collaborates with the Assistant Director for Campus Life Programs to create agendas for monthly Club Meetings and Club Review Board.
11. Designs, writes and publishes Club Quarterly newsletter
12. Helps coordinate club involvement in Student Activities Day
13. Manages Event Registration intake once per week
14. Other duties as assigned.

**III. REPORTING RELATIONSHIP**

The Graduate Assistant for Club Administration reports to the Assistant Director for Campus Life Programs.

**IV. COMPENSATION**

Stipend for nine month position: \$9,300

**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

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