

## CENTER FOR CAMPUS LIFE GRADUATE ASSISTANT - UNION SERVICES\*

### General Responsibilities

The Graduate Assistant for Union Services is a graduate student (pre-professional) position within the Center for Campus Life. Major responsibilities include: coordination of Vending Office, managing Card Access System, supervision of the Information Desk staff; assist with Student Alumni Union (SAU) Reservations and Event Registration Process.

### Major Responsibilities

1. Co supervision of all functions of the Information Desk in the SAU including:
  - a. Interview, train, and evaluate Information Desk Attendants (IDAs).
  - b. Develops and coordinates quarterly scheduling of the IDA staff.
  - c. Inventories the supplies, keys and equipment at the desk on a regular basis.
  - d. Oversees desk operations to maintain excellent customer service.
  - e. Coordinates staff meeting at least once per quarter.
  - f. Retrieve Campus Information for use by IDA's.
  - g. Update access lists to ensure proper security of the SAU.
  - h. Maintain neat & orderly appearance of Information Desk area.
2. Coordination of off campus Vendors and Vending Fairs
  - a. Oversee the Vending operations including bookkeeping, marketing & reports.
  - b. Respond to information requests from external vendors, and on-campus groups regarding vending arrangements and policies.
  - c. Ensures the enforcement of RIT policies dealing with on campus vending.
  - d. Oversee collection off all moneys due to the sponsoring group from the vendor and deposit those funds into the appropriate accounts with the Student Government Bookkeeper.
  - e. Develop marketing initiatives to increase the number of vendors on campus and to increase the awareness to student clubs of the service we provide.
3. Completes intake hours one afternoon a week for Event Registration (EVR):
  - a. Assist student organizations register campus events.
  - b. Coordinate with on campus service providers.
  - c. Attend weekly Event Registration meeting.
  - d. Monitor event emails and respond accordingly when able.
4. Assists with SAU and academic reservations:
  - a. Auditing and confirmation of reservations.
  - b. Developing & supporting efforts to maintain high quality customer service.
  - c. Inventories and provides necessary office supplies and materials.
  - d. Assists coordinator with Annual Reservation process.

5. Manage Card Access System for Student Alumni Union.
6. 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).
7. 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 : \$9,300.00

**Reporting Relationship**

The Graduate Assistant for Union Services reports to the Coordinator of 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

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