

**Anticipate Opening
Graduate Assistant for
The Community Service Center (CSC)
Job Description**

I. General Responsibilities

The graduate assistant for the RIT Community Service Center is a graduate student (pre-professional) position and works out of the RIT Leadership Institute and Community Service Center. The GA will be required to work between 20-25 hours per week, per quarter (Fall, Winter, Spring), but is not expected to work between the academic quarter breaks. However, during orientation week at the start of the academic year, the GA may be expected to work over 25 hours to assist with the Honors Program Orientation and to participate in departmental training.

II. Specific Responsibilities

- a. Coordinate monthly CSC events.
- b. Create publicity for CSC programs.
- c. Email yahoo posting updates, maintain CSC web sites.
- d. Assist with outreach and network to promote CSC.
- e. Create and facilitate some presentations and activities for CSC programs.
- f. Maintain agency files and community agency database.
- g. Maintain spreadsheet on volunteer and agencies quarterly.
- h. Work with CSC staff assistant to create reports and tracking for CSC programs.
- i. Track budget and procurement card transactions for CSC
- j. Assists with planning of all CSC special events (e.g. Hillside Special Santa, Make a Difference Day, RIT ROCS Day)
- k. Responsible for providing staff coverage for these and other special events.

III. COMPENSATION

Stipend: \$9,300
Non-traditional hours – 20-25 a week

IV. REPORTING RELATIONSHIP

The Graduate Assistant reports to the Assistant Director of the Community Service Center & to the Director for the RIT Leadership Institute.

V. APPLICATION PROCEDURE

Submit application materials online at:

<http://www.rit.edu/studentaffairs/SAGraduateAssistantships.php>

For questions regarding this position, please contact:

Gwen Van Laeken

Assistant to the Director

RIT Leadership Institute and Community Service Center

Phone: 585-475-6974

Fax: 585-475-7019

Email: gavccl@rit.edu

