

**Graduate Assistant for
The RIT Leadership Institute (RLI)
Job Description**

I. General Responsibilities

The graduate assistant for the RIT Leadership Institute is a graduate student (pre-professional) position and works out of the RIT Leadership Institute and Community Service Center. Throughout the academic year, the GA will report to the Director of the RLI and CSC. 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. Create publicity for RLI programs, email weekly RLI updates, maintain RLI web sites.
- b. Work with RLI staff assistant to create reports and tracking for RLI programs and certificate program.
- c. Assist in planning RLI programs and attend retreats. Attend other RLI programs such as certificate sessions, quarterly kick-off events, and career training series as needed.
- d. Plan and facilitate some service projects for the Global Leadership program and others.
- e. Facilitate some presentations and activities for RLI programs.
- f. Track budget and procurement card transactions for RLI.
- g. Assist in planning and implementation of Senior Year Experience events such as Senior Series in the Ritz and the Senior Picnic.
- h. Assist in planning, implementation of Annual Leadership Advancement Connectology Conference.

III. COMPENSATION

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

IV. REPORTING RELATIONSHIP

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

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

