

**Graduate Assistant (GA) for
The RIT Leadership Institute (RLI)
www.rit.edu/leadership
Job Description**

I. GENERAL RESPONSIBILITIES

The graduate assistant for the RIT Leadership Institute is a pre-professional position and works for the RIT Leadership Institute and Community Service Center. The position involves extensive event planning and multi-tasking. Throughout the academic year, the GA will report to the Director of the RIT Leadership Institute and Community Service Center and works closely with the Assistant to the Director. 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. Assist in planning RLI programs, retreats, and events. Attend overnight off campus leadership retreats. Attend other RLI programs such as certificate sessions, quarterly kick-off events, and career training series as needed.
- b. Assist in planning and implementation of Senior Year Experience events such as Senior Breakfast Series and the Senior Picnic.
- c. Assist in planning, implementation of Annual Connectology Leadership Conference every April.
- d. Create publicity for RLI programs, email weekly RLI updates, maintain RLI web sites.
- e. Work with the Assistant to the Director and the Undergraduate Assistant to create reports and tracking for RLI programs and certificate program.
- f. Plan and facilitate service projects for the Global Leadership program and others.
- g. May facilitate some presentations and activities for RLI programs.

III. COMPENSATION

Hourly Rate: \$11.98
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 cover letter, resume, and names/phone numbers of three references to:

Graduate Assistance Selection Committee
RIT Leadership Institute & Community Service Center
34 Lomb Memorial Drive
Rochester, NY 14623-5603
gavccl@rit.edu

Important Note: Due to the large number of events handled by our office in the spring quarter, applicants for this position are not reviewed until late April or early May. Interviews are conducted in May. Thank you for your patience.