

Center for Campus Life Graduate Assistantships

Overview

The Center for Campus Life (CCL) is a dynamic department that provides countless opportunities for students to connect with other students, faculty and staff in an outside of the classroom format. Staff support students with creating their own clubs to sponsoring student led events to inviting and informing the campus about the active social environment and fraternity and sorority life to encouraging the pursuit of hobbies.

CCL provides support for over 200 active clubs, 11 major student organizations, 30 Greek organizations, a performing artist series, cultural spotlight series and campus-wide programming. This support comes in a variety of formats and includes services such as room reservations, event registration and planning assistance, staff artists, and club financial assistance. In addition, the Center oversees operations of the Student Alumni Union and Campus Center.

Minimum Qualifications

- Bachelor's degree required.
- Enrolled in a graduate program of student at RIT.
- Involvement as an undergraduate student in areas such as clubs and organizations, Greek life, athletics, residence life, orientation, leadership, community service, program planning or related area is *highly desirable*.
- American Sign Language skills or a willingness to learn.

General Responsibilities

- Participation in the Center for Campus Life monthly staff meetings.
- Support the vision, mission and values of the Center for Campus Life and RIT.
- Participation in Campus Life programs and activities including some evenings and weekends.
- Participation in a one week training program in August.
- Assist in office coverage as needed.

Compensation and Terms

- 20 hours per week unless otherwise noted.
- 1 week of training prior to the start of the academic year (in August). Training will begin on Tuesday, August 23rd. All Graduate Assistants employed by Campus Life must attend the entire training week.
- Nine month position from September 2011 through May 2012.
- Renewable on an annual basis by mutual consent.
- Hourly wage of \$12.45 plus \$100 of meal debit each quarter.

Application Procedure

- Application are available online at:
<http://www.rit.edu/studentaffairs/SAGraduateAssistantships.php#apply>

- Applications will be reviewed until all positions are filled. Priority consideration is given to applications submitted on or prior to **March 31st**.

Interview Day

- Interviews for Graduate Assistantships will be conducted on April 15, 2011 at RIT. If your skills and experiences indicate you are a potential candidate for any of our positions, you will be contacted to schedule an interview.
- In-person interviews are strongly preferred; however, telephone interviews may be scheduled for those candidates who cannot travel to RIT.
- Candidates will be interviewed for all Campus Life Assistant positions. Placement into a specific role will be made by Center for Campus Life staff after interviews have concluded.

Contact

For questions about the Center for Campus Life Graduate Assistant positions or the application/interview process, please contact either one of our GA Selection Coordinators:

- Jessica Berner – jrbcccl@rit.edu – 585-475-7058
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Graduate Assistant Opportunities in CCL

- **Campus Activities Board/Campus Life Programming**
 - Assists Assist Director of Campus Programs in planning, implementing, marketing and evaluating the major programming events for each quarter, including
 - CAB Senior Events Department with two events each quarter plus planning Senior Week
 - FreezeFest Weekend Events
 - Assists with advisement of the entertainment staff and the publicity/marketing staff on the College Activities Board including trainings, event planning, budget and evaluation of programs.
 - Assist with providing staff coverage for events (this includes weekend and evening hours, approximately 4 weekends per quarter).
- **Club Administration**
 - Provides statistical data regarding clubs and their activities on campus.
 - Coordinates all communication between Campus Life and Clubs .
 - Plans, organizes and implements Club Meetings and Club Days.
 - Maintains club databases and distributes quarterly updates to key campus administration.
 - Assists with the implementation of leadership training programs and workshops for clubs as requested.
 - Coordinates Club Space.

- **Club Resource Center**
 - Serves as support to the Assistant Financial Coordinator.
 - Attends to the security of Club deposits into their clubs which includes counting out money and writing receipts.
 - Reconciles various agency accounts each month.
 - Serves as a resource in answering club inquiries.
 - Creates schedule for Club Resource Center, coordinating staffing changes as needed
 - Coordinates proper submission of financial transactions requests.

- **Vending and Program Services (15 Hours)**
 - Oversee vending operations including the agreements, scheduling and reports.
 - Oversee the collection of vending revenue from vendors and works with the Campus Life Financial Coordinator for deposit
 - Develop marketing initiatives to increase the number of vendor on campus
 - Works with the Associate Director to advertise, implement and assess the Performing Artist Series.
 - Must be at the Performing Artist Series concerts to assist with program management by working all events.
 - Assist with the management of the card access system for the Student Alumni Union and Campus Center

- **Event Registration and Contracts**
 - Work within the contracts database to process contract requests and create contracts with Campus Life, student organizations, and other departments as designated.
 - Maintain contracts and all appropriate paperwork related to each contract as it pertains to RIT's Center for Campus Life and RIT's student organizations.
 - Responsible for dissemination of appropriate financial paperwork for contracts to be paid by RIT Accounts Payable Office.
 - Work within the Event Registration database and assist with the preliminary review (pre-approval process of all events.
 - Review and follow communication on events once the preliminary review is completed and throughout process moving toward confirmation of event.

- **Fraternity and Sorority Life (2 Positions)**
 - Serve as a Chapter Liaison to 15 chapters in areas of leadership development/transition, online database management, and to provide an early identification of area of challenges within the chapter.
 - Build education and awareness on Greek risk-related issues such as alcohol and drug use, hazing, RIT policies and sanctions, fire safety, crisis protocol and procedures, and safe social event practices by conducting seminars and workshops as part of the Officer Education Series.

- Assist in the continual development, implementation, and evaluation of the new member education retreat, president's Leadership Retreat, Annual Awards process, Leadership Summit and Recruitment.
- Operate the Fraternity and Sorority Life Office which includes some supervision of student employees.
- Co-advise two Greek governing councils.
- **Greek and Community Outreach (10 hours per week)**
 - Work in conjunction with the Center for Intercollegiate Athletics and Recreation to develop and coordinate a year-long spirit plan for key athletic events including playoffs.
 - Coordinate on-going advisor trainings for fraternity/sorority program.
 - Develop annual Greek and Community Outreach assessment plan that will assist in improving services and programs.
- **Marketing and Communication**
 - Conduct marketing research to develop a marketing plan that promotes, enhances and cultivates interest in programs, services and facilities offered by Campus Life.
 - Create and design event promotions across various media including AOL Instant Messenger, Facebook, Twitter.
 - Coordinate content for the LCD screens in the SAU Lobby and Campus Center Lobby
 - Co-supervise the Center for Campus Life staff artists.
 - Coordinate Campus Life materials at Information Sessions including Admission Open Houses, Transfer Days, Orientation and Move In.
 - Knowledge of Adobe Illustrator, Photoshop, InDesign, Dream Weaver, Flash, AS 3, and After Effects is strongly recommended, but not required.
- **Off Campus and Apartment Student Association – Programming Assistant (10 hours per week)**
 - Assists with planning, implementing, marketing and evaluating the major programming conducted by OCASA, a major student organization at RIT.
 - Works with Administrative Advisors to develop ongoing trainings and retreats.
 - Provides staff coverage as necessary.
- **Operation and Staff Services (20 Hours)**
 - Co-Supervise the Center for Campus Life Welcome Center and Room Reservation student staff and daily operations.
 - Manage Card Access System for SAU and Campus Center.
 - Assist with the daily Room Reservation Process and work with the Associate Director on the summer and annual Room Reservation process