

**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. Throughout the academic year, the GA will report to the Community Service Center Coordinator and Director of the RIL. 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, between August 22 and September 2 the GA may be expected to work over 25 hours to assist with the R.I.T. Orientation Program and to participate in departmental training.

**II. Specific Responsibilities**

- a. Coordinate monthly CSC events.
- b. Maintain agency files.
- c. Create publicity for CSC programs and email out yahoo posting updates, maintain CSC web site.
- d. Work with CSC staff assistant to create reports and tracking for CSC programs.
- e. Maintain spreadsheet on volunteers and agencies for quarterly report.
- f. Assist with outreach to promote CSC.
- g. Maintain community agency database.
- h. Create and facilitate some presentations and activities for CSC programs.
- i. Maintain 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. Assist in planning and staffing of some RIL events.
- l. Meet with students and provide information on CSC service opportunities and RIL programs.

**III. COMPENSATION**

Stipend for nine month position to be determined. (Non-traditional hours: 20-25 a week).

**IV. REPORTING RELATIONSHIP**

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

**V. 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