

GRADUATE ASSISTANT THE RIT LEADERSHIP INSTITUTE (RLI)

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, between August 26 and Sept 2 the GA may be expected to work over 25 hours to assist with the Honors Program Orientation and to participate in departmental training.

Major Responsibilities

1. Attend Leadership Institute monthly meetings
2. Type and distribute action items from RLI meetings
3. Create publicity for RLI programs and email out weekly RLI updates, maintain RLI web site.
4. Work with RLI staff assistant to create reports and tracking for RLI programs and certificate program
5. Assist in planning RLI programs, attend retreats and lock in. Attend other RLI programs such as certificate sessions and career series as needed.
6. Plan and facilitate some service projects including Jefferson Middle School.
7. Create and facilitate some presentations and activities for RLI programs.
8. Advise group and facilitate weekly RLI Student Advisory Board meetings.
9. Maintain budget and procurement card transactions for RLI.

Compensation

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

Reporting Relationship

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

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