Rochester Institute of Technology

CENTER FOR CAMPUS LIFE

GRADUATE ASSISTANT – VENDING AND BUILDING MANAGEMENT SERVICES

General Responsibilities
The Graduate Assistant for Vending and Building Management Services is a graduate student (pre-professional) position within the Center for Campus Life. Major responsibilities include: coordination of all vending activity for Campus Life, the Card Access System and co-supervision of the Building Assistant program working with the Building Managers.

Major Responsibilities
1. Coordination of off campus vendors and vending fairs
   a. Oversee the vending operations including bookkeeping, marketing & reports.
   b. Respond to information requests from external vendors, and on-campus groups regarding vending arrangements and policies.
   c. Ensures the enforcement of RIT policies dealing with on campus vending.
   d. Oversee collection off all moneys due to the sponsoring group from the vendor and deposit those funds into the appropriate accounts with the Campus Life Financial Manager or his/her designee.
   e. Develop marketing initiatives to increase the number of vendors on campus and to increase the awareness to student clubs of the service we provide.
2. Co-supervision of all functions of the Building Manager staff including:
   a. Interview, train, and evaluate the Building Manager staffs.
   b. Develop and coordinate quarterly scheduling of the Building Manager staff.
   c. Inventory supplies, keys and equipment the staff needs on a regular basis.
   d. Coordinate Building Manager staff meetings at least twice a semester.
   e. Ensures the monthly Fire Extinguisher check process is completed.
   f. Maintain neat & orderly appearance in the office and work area located in the Campus Life Office.
3. Co-manage Card Access System for the Campus Center and the Student Alumni Union.
4. Coordination with the Annual Key Inventory for the Student Alumni Union and Campus Center
5. Provide mandatory coverage during the Center for Campus Life event called Freeze Fest. Other possible events might be Brick City Festival, Spring Festival and Senior Night (this will include evening and weekend hours).
6. Assists with other Graduate Assistant interviews as well as other Building Operation student position interviews.
7. Other responsibilities and projects as assigned. 20 hours per week.

Reporting Relationship

The Graduate Assistant for Vending and Building Management Services reports to the Senior Associate Director of Campus Life.

Revised 04/15