Graduate Assistant for  
The RIT Leadership Institute & Community Service Center  
Job Description

I. General Responsibilities

The graduate assistant is a graduate student (pre-professional) position that works in the RIT Leadership Institute and Community Service Center. Throughout the academic year, the GA will report to the Director or the Assistant Director of the department. The GA will be required to work between 20-25 hours per week, per semester (Fall and Spring) with the potential for limited availability during the January inter-session. During orientation week at the start of the academic year, the GA is expected to work over 25 hours to assist with programming and to participate in departmental training.

II. Specific Responsibilities

a. Must be available to start at least one week before Orientation week begins in the Fall semester for training and preparation.

b. Support the development and execution of campus-wide leadership and civic engagement programming including training workshops, excursions, retreats, etc.

c. Support division-wide programs and events including the Leadership Scholarships and Alpha Sigma Lambda.

d. Work closely with staff to create, track and evaluate office programs.

e. Work closely with Graduate Assistant for PR/Marketing to communicate programs and events, track student progress, and answer program related questions.

f. Work closely with Graduate Assistant for PR/Marketing to develop and execute communications plan for department programs and events; draft and send weekly email to distribution lists; review and update web copy for department web page as needed; and, assist with social media account updates and edits such as Facebook and Twitter.

g. Perform general office tasks including fielding questions, ordering supplies, assisting with event set-up, etc.

h. Other duties as assigned.

III. COMPENSATION

$9,425 stipend at 20-25 hours/week (mid-August to mid-December & late-January to early-May)

IV. # OPENINGS

2

V. REPORTING RELATIONSHIP

The Graduate Assistant reports to the Director or the Assistant Director of the department.

VI. APPLICATION PROCEDURE

For questions regarding this position, please contact:
Kerry Foxx
Director
RIT Leadership Institute and Community Service Center
Email: kwfrli@rit.edu