Position Title:
Graduate Assistant for Orientation Programming

Department:
Center for Campus Life

Position Description:
The Graduate Assistant (GA) will work collaboratively with the New Student Orientation Team and university partners to plan, develop, and implement orientation programs for incoming first year students, transfer students, and their families.

As a result of this hands-on, intense and rewarding experience, the GA will understand the big picture and will play a key role behind the scenes in planning and implementing orientation programs. The GA will have working knowledge of university communication to incoming families and students and understand programmatic logistics. The GA will join an office of two full-time dynamic and motivated professionals who work with multiple university committees throughout the year. The GA for Programming will be viewed and incorporated as a professional staff member and will be supervised by the Associate Director.

Qualifications:
• Bachelor’s degree required.
• Enrollment in a graduate program at RIT or surrounding colleges/universities.
• Campus involvement as an undergraduate student in new student orientation, residence life, student organization, or similar area.
• Present a well-mannered and professional image.
• Desirable qualities include: hard-working, self-motivated, solid ethical decision making skills and the ability to think quickly and critically, adaptable to change, flexible, clear and concise communication skills, solid organizational skills, energy and stamina for the long hours that Orientation requires, respect for diversity, including Deaf culture. The sincere desire to make a difference in the lives of new students and families is at the core of everything we do.

Terms for Employment:
• Spring 2017 – Summer 2018; evenings and weekends may be required.
• Approximately 20 hours per week. Hours will be determined in conjunction with the Associate Director.
• One day of training from the Center for Campus Life prior to the start of the academic year (in August)
  o All graduate assistants employed by the Center for Campus Life must attend the training.
• Renewable on an annual basis by mutual consent.
• Note – those students from schools other than RIT are only eligible for graduate assistantships for one academic year.
• Hourly wages of $13.50.

Duties and Responsibilities:
• Collaborate with the Associate Director and Assistant Director in the implementation and planning of all Orientation programs, including benchmarking and communication with University partners.
• Assist with the coordination of New Student Orientation, Spring Orientation, DiscoveRIT pre-orientation programs, Orientation Resource Fair, and other departmental initiatives.
• Work to establish a common reader program, the increased visibility and usage of social and digital media, and content building of the Orientation website.
• Assist with the development and implementation of Extended Orientation for First-Year and Transfer students within the first six weeks of the fall semester.
• Assist with office management during New Student Orientation; including scheduling, inventory, office organization, other administrative tasks as necessary.
• Assist with the development, implementation, and evaluation of departmental assessment.
• Other as needed tasks and projects.

**Application Process:**
Submit application, cover letter, and resume online [here](#). Priority deadline is March 27, 2017 at 9:00 a.m.

Applications will be reviewed until the position is filled.

In-person interviews are strongly preferred; however, telephone/videophone/SKYPE interviews may be scheduled for those candidates who cannot travel to RIT.

The Center for Campus Life will be conducting its graduate assistant interviews starting the week of March 27, 2017. Qualified candidates will be contacted by Campus Life to schedule an interview.

If you have any questions about the graduate assistant position or the application process, please contact:
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Center for Campus Life
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