

Center for
Residence Life
R-I-T

Position:

Community Advocate

Qualifications:

- Bachelor's degree preferred in psychology, the social sciences, human relations, education or a related field
- Enrolled in a graduate program of study at RIT or Rochester area college/university.
- Experience in Residence Life, Student Activities, Fraternity & Sorority Life/Greek Affairs, Student Government or related area is *highly desirable*
- Mediation, conflict resolution, and outreach skills
- American Sign Language skills or a willingness to learn

Terms:

- Approximately 20 hours per week supporting the life skills development of students residing in RIT's eight on-campus apartment complexes/communities.
- 2 weeks of training, 40 hours per week, prior to the start of the academic year (in August)
- Ten month position, from August 2011 through May 31, 2012
- Renewable on an annual basis by mutual consent

Compensation:

- Hourly wage - \$13 per hour – approximately 12 hours per week.
- Partial meal plan (approximate value - \$1,800)
- One bedroom apartment, utilities and local phone service included (approximate value ranging from \$7800 - \$9500)

Duties and Responsibilities:

Conflict Resolution

- Facilitate the resolution of roommate and neighbor conflicts within the geographical complex/area in which you live. Proactively reach out to the students to help them learn to manage these types of conflicts.

Student Advocacy

- Act as an advocate for students who are dealing with a variety of issues and concerns including personal crises, academic underachievement, and fiscal mismanagement.

Outreach

- Proactively reach out to students, get to know the residents in your complex and develop relationships with students and maintenance staff. Develop liaison relationships with a variety of Institute resources to enable an ease of referral when working with students.

Programming

- Facilitate regular educational programs working cooperatively with other Community Advocates to address the life skills issues identified in your complex/area. Identify special populations and/or programming areas within your assigned complex/area, assess needs, and develop creative intervention strategies. Populations or programming areas may include non-traditional, transfer, or international students, families, single parents, deaf and/or hard of hearing students, and seniors or graduating students.
- Coordinate opportunities for residents to get to know each other and interact in a social setting.
- Organize community service opportunities/projects for apartment residents.

On Call Duty

- Act as a crisis response resource during emergencies for the apartment community. Assess immediate student needs and facilitate next business day professional staff follow-up. Resolve the immediate crisis and act as a referral agent for the students involved.

Office Hours/Administrative Duties

- Maintain between six and nine office hours per week
- Provide immediate assistance to walk-ins
- Support administrative processes (data entry, filing, answering phones & email, etc.)

Application Process

Applications will be available online at:

<http://www.rit.edu/studentaffairs/SAGraduateAssistantships.php>

Applications will be reviewed until all positions are filled; however, applications submitted on or prior to **March 31st** will receive priority consideration:

Interview Day

- Interviews for Graduate Assistantships will be conducted on April 15, 2011 at RIT. If your skills and experiences indicate you are a potential candidate for any of our positions, you will be contacted to schedule an interview.
- In-person interviews are strongly preferred; however, telephone/videophone/SKYPE interviews may be scheduled for those candidates who cannot travel to RIT.

If you have any questions about the Community Advocate position or the application/interview process, please contact:

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