



Graduate Assistant for Technology
Center for Residence Life

Overview:

The Center for Residence Life serves the needs of over 7,000 RIT students living on-campus in Greek free-standing houses, special interest houses, life style floors, RIT Inn, Global Village and apartments with over 160 professional and paraprofessional staff. As a part of the Division of Student Affairs we are committed to the University's academic mission by creating and supporting significant learning opportunities that enhance individual development and promote a sense of campus community.

Qualifications:

- Bachelor's degree in computer science or related field.
- Enrolled in a graduate program at RIT.
- Proficiency in developing websites and managing information systems.
- Strong communication skills – ability to distill customer requirements, communicate to multiple constituencies.
- Experience with website programming and web/database development using HTML, PHP, MySQL,css, javascript, and version controls.
- American Sign Language skills or a willingness to learn.
- Understanding of or previous experience in Residence Life desirable.

General responsibilities

- Participate in Center staff meetings, trainings and attend meetings with customers as appropriate.
- Provide leadership for web development and the staff portal development.
- Maintain and update center web site
- Liaise with offices for projects as necessary.
- Supervise and work with a student web programmer.
- Projects include but not limited to:
 - Student Staff Selection
 - WNYPE
 - Pro-Staff Recruitment
 - Manage, develop and update portal
 - Develop staff portal and manage teaching modules
 - Work with staff to better manage databases

Compensation and terms

- 20 hours per week
- \$13 per hour and an on-campus apartment
- Orientation and training begins August 22, 2011.
- Nine month position from September 2011 through May 2012
- Renewable on an annual basis by mutual consent.

Application Process

Please submit a cover letter, references and resume to:

Cha Ron Sattler
Center for Residence Life
63 Lomb Memorial Drive
Rochester, NY 14623
Phone – 585-475-6022; Fax – 585-475-4500
cksr1a@rit.edu