ACADEMIC SUPPORT CENTER YEARONE PROGRAM ASSISTANT

General Responsibilities

This position is for a graduate student who will provide administrative support for the YearOne team that oversees the first-year transition course in the Academic Support Center (ASC). To learn more about this course and the ASC, please visit www.rit.edu/YearOne. This position requires a commitment of 10 hours a week for fall and spring semesters 2015-16 and may include some weekend/evening hours.

Major Responsibilities

1. Assist with planning and execution of YearOne Peer Advisor recruitment
2. Assist with planning and execution of YearOne Instructor and Peer Advisor training
3. Work with YearOne team to provide general administrative assistance (i.e. data compilations, reports).
4. Additional responsibilities as assigned.
5. Although day-to-day responsibilities are primarily administrative in nature, there is a potential for special projects or other opportunities for professional development

Qualifications/Special Skills

1. Successful candidate must have strong interpersonal skills, a strong work ethic and the ability to work both, independently and collaboratively
2. Previous leadership experience with large scale projects/programs and event planning
3. High level of proficiency of MS operating systems and ability to provide trouble-shooting for technical systems
4. Ideal candidate is detail oriented, has the ability to handle multiple tasks and meets critical deadlines
5. Ability to communicate with a variety of campus constituencies.

Compensation & Terms

1. Ten (10) hours per week. Hours may fluctuate at times.
2. Nine (9) month position from August 2015 – May 2016
3. Hourly wage $12.00

Application Procedure

To apply, candidates must submit a cover letter, resume and the contact information of two professional references to Inge Meffert, Student Support Specialist, E-mail: ixmldc@rit.edu