

University of Rochester
Office of the Dean of Students
Rochester Center for Community Leadership
Community Graduate Assistant
****2020-2021****

This graduate assistantship is offered through the Rochester Center for Community Leadership (RCCL), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the RCCL is to educate students to become engaged citizens and leaders capable of effecting positive social change in their communities. This position will be focused on supporting Learning and Exploring at Play (LEAP), an early childhood literacy program, along with other community service efforts. The graduate assistant will report to the Program Manager, and will work closely with other members of the RCCL team.

Essential Duties, Tasks and Responsibilities

Program Advisement, Development, and Management

- Support in the overall management, facilitation and assessment of community service programs, in particular:
 - Coordinate Learning and Exploring at Play (LEAP), an educational outreach initiative in collaboration with Horizons at the Warner School of Education and Rochester City School District.
 - Supervise weekly LEAP sessions on Saturdays from 8:30am-1pm at the Warner School of Education, including elementary level students, undergraduate tutors, and team leaders
 - Supervise Team Leaders, Program Assistants, and facilitate weekly Team Leader meetings
 - Supervise recruitment of team leaders, tutors, and partner children and assist the Program Manger with hiring
 - Help plan content and logistics of LEAP monthly trainings and team meetings; coordinate LEAP graduation
 - Communicate directly with parents regarding the LEAP program and its logistics
 - Oversee the Program Assistant with coordinating Classroom Assistance Time (CAT), transportation, and communication with schools #17, #19 and #33 principals and teachers
 - Assist with the administration of other RCCL programs as needed, including facilitating transportation and communication with participating students
- Assist the Program Manager in communications and outreach activities for RCCL.
- Participate in and attend on- and off-campus events to serve as on-site event manager, including some evenings, weekends and holidays.

Administrative

- Attend RCCL team meetings
- Attend monthly staff meetings of the Office of the Dean of Students (ODOS)
- Attend meetings as needed in the absence of or in place of the Program Manager
- Assist in the creation of Annual Report for RCCL
- Other duties of special interest to the graduate assistant or as assigned by RCCL staff
- Serve on committees for RCCL and ODOS as assigned

Time Commitment

- 10-12 hours per week during the academic year, including regular Saturdays and some evening events; 10 hours per week during the summer

- The Community GA will be located in Lattimore 107 for the majority of the week. On Saturdays, the Community GA will report to LeChase Hall to support the LEAP program.

Requirements

- Must be a full-time, matriculated graduate student.
- Strong undergraduate background in community service and childhood education.
- Familiarity with issues pertinent to urban education, preferable in Rochester.
- Broad knowledge of University of Rochester, specifically student services and programs.
- Strong student organization, campus programming, or event planning skills required, with leadership experience preferred.
- Public speaking skills, strong interpersonal communication, strong customer service, organization, and event planning skills.
- Ability to understand and interpret instructions accurately to complete work independently and meet deadlines.
- Experience working with and/or supervising youth strongly preferred.
- Outstanding computer skills.

Remuneration

- The Community GA will be compensated at an hourly rate of \$15

Additional Application Requirements

Resume required for all Level III and above positions

Upload your resume and cover letter to JobLink prior to applying to this position and submitting

Preferred candidates must be able to pass a criminal background check upon hire in order to work with young children.