

**University of Rochester**  
**Position Description**  
**Graduate Assistant, Student Organization Development**  
**Office of the Dean of Students**

The Graduate Assistant for Student Organization Development is a para-professional staff member in the Office of the Dean of Students (ODOS). The primary charge of the Graduate Assistant is to coordinate a variety of campus-wide leadership development programs and services, with specific attention to leadership training and educational programs for student organization leaders. The graduate assistant is directly involved in leadership training and development, student advising, in addition to coordinating support, as needed, for services and programs of areas within ODOS. This position requires the flexibility, ability, and willingness to work nights and weekends in structured and unstructured settings with students, staff, and faculty.

The primary areas of responsibility for the Graduate Assistant are as follows:

**1. Signature Leadership Programming (75%):**

- Coordinate and implement the signature undergraduate leadership programs including, but not limited to:
  - Leadership Speaker Series
  - The Medallion Program
  - Fall Fraternity/Sorority Officer's Retreat (August/September)
  - Fall Leadership Training (September)
  - Hazing Prevention Week (September)
  - Fraternity/Sorority Fall New Member Orientation (October)
  - Fraternity/Sorority New Member Educators Institute (January)
  - Winter Fraternity/Sorority Officer's Retreat (January)
  - Mid-Year Leadership Training (January)
  - Expectations for Excellence Strategic Planning Kickoff (January)
  - Leadership Appreciation Reception (December)
  - Fraternity/Sorority Spring New Member Orientation (February)
- Provide ongoing evaluation of learning objectives and assessment for these signature programs.
- Create or coordinate resources and curriculums that target members at specific developmental levels such as new member groups, emerging leaders, and experienced/senior leaders.

**2. Student Organization Leadership Development (15%):**

- Design, initiate, and facilitate curriculum for leadership education and other training programs for students' at all developmental levels consistent with the College Competencies, University mission and values, student developmental needs, and the Rochester Center for Community Leadership (RCCL) model of community leadership.
- Remain informed of leadership initiatives relevant to student organizations in the RCCL, Wilson Commons Student Activities (WCSA), and Fraternity and Sorority Affairs (FSA) to help fraternity and sorority members remain informed of leadership programs and resources.
- Foster cross-organization and inter-council communication and collaboration, connecting student organization leaders to College leadership development programs.
- Collaborate with the Paul J. Burgett Intercultural Center to facilitate intercultural competency training and LGBTQI+ training for students.
- Collaborate with the Health Promotion Office and Center for Student Conflict Management to create and promote educational programs which address social issues confronting today's student such as alcohol, substance abuse, risk management, hazing (specifically Hazing Prevention Week programming), values and ethics, health issues, sexual harassment and violence. Particular attention should be paid to bystander intervention training and resources.

- Promote and coordinate student attendance at national, regional, and local leadership opportunities (i.e., Northeast Greek Leadership Association (NGLA) Undergraduate Interfraternity Institute (UIFI), LeaderShape, Association of College Unions International (ACUI), etc.)

### **3. Administrative Responsibilities (10%):**

- Report directly to, and meet weekly with, the Associate Director of WCSA & FSA. Participate in WCSA and RCCL staff meetings and functions, as needed.
- Attend Office of the Dean of Students First Friday staff meetings.
- Serve as an ODOS Representative in departmental and/or College committees, as needed.
- Attend various programs and meetings sponsored by WCSA, FSA, and the RCCL and their student organizations, as needed.
- Other duties of special interest to the graduate assistant or as assigned by the Director or Associate Director of FSA.

### **Time Commitment**

20 hours per week including some evening and weekend events. Term of position is July 1-June 30 with possible reappointment.

### **Qualifications**

Minimum requirements for the position include, but are not limited to:

- Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
- One year experience in leadership
- One year experience event management
- One year experience creating reports and program evaluation
- Strong leadership, campus programming, detail management, and student organization experience.
- Ability and flexibility to work independently and in conjunction with the College community.
- Experience with fraternities/sororities or the ability to adapt skills to working with this population.
- Interest in a two-year appointment.

### **Remuneration**

\$15.00/hour

### **To Apply**

Submit the Graduate Assistant Application online at <https://www.rochester.edu/college/odos/about/graduate-assistants.html>.