The Graduate Assistant in Graduate and Family Housing Services (GFH) directly reporting to the Assistant Director (AD), supporting the Resident Director and contributes to the efforts and programs which GFH puts on for its residents. They will have a hand in community wide communication, signature programs and new initiatives, with opportunity to connect with campus partners as the office furthers its commitment to residents feeling at home and engaged.

Core Job Responsibilities Include:

- **Administrative Tasks**
  - Regularly keep 10-15 scheduled office hours per week (office hours to take place during regular business hours)
  - Keep informational materials and the GFH webpage up to date and accurate in collaboration with the AD
  - Create and distribute a community newsletter and publications
  - Assist with the Occupancy Verification process annually
  - Coordinate updates for new resident contact information and track GCA check-ins with new residents
  - Assist with projects and initiatives with departments who lease apartments for scholars, faculty and short-term students
  - Attend GCA staff meetings and trainings as directed by supervisor

- **Programming and Education**
  - Coordinate at least three large-scale programs throughout the year (spring, summer, fall/winter)
  - Promote, coordinate and assess the Whipple Park Community Garden project
  - Implement and assess resident education initiatives (pre-move in and ongoing)

- **Self-Directed Initiatives**
  - Ability to use personal area of interest in order to create programs, initiatives, projects, research, etc. in the area of Graduate Housing related to that area of interest
  - Opportunities to be involved in other committees and task forces as interest is shown and/or need arises

Time Commitment and Eligibility:

- 20 hours per week including some evening and weekend events
- Position dates July 1 – June 30 with possibility for reappointment
- Full-time matriculated Graduate student in a University of Rochester program in good academic standing (3.0 GPA)

Preferred Qualifications

- Organizational, communication, and problem solving skills
- Previous experience in Residence Life, Event Planning or Community Engagement strongly preferred
- In addition, international students must possess a visa classification that allows them to hold a job on campus

Compensation

An unfurnished apartment within Graduate Housing, including all utilities (not including internet and cable). In addition, a $4000 stipend.

Applications, including a Resume/CV and cover letter, may be directed to Assistant Director for Graduate and Family Housing Services, Sarah Fabianski at sarah.fabianski@rochester.edu.