NOTE: The current vacancy is for one open position in University Park and one in Goler. If selected, you will ideally start at the end of February. If you do not currently live in UPK or GHS, you will need to relocate for the position (at no additional cost).

The Graduate Community Assistant (GCA) in Graduate and Family Housing Services (GFH) directly reports to the Assistant Director of Graduate, Family & Off-Campus Housing and is a live-in programming and community building staff member who supports residents living within the three GFH areas. A GCA is on a team of several within their living area and a larger team across all three living areas. They will have a hand in new resident welcome, ongoing programming throughout the year, supporting GFH and University policy and general community building efforts.

**Core Job Responsibilities Include:**

- Be present in your community, including intentional interactions with residents
- Complete all programming requirements as outlined by the department. These include individual, area-wide, and all staff events
- Attend all staff trainings, meetings, and all-staff events
- Clearly and with appropriate notice, communicate and advertise to residents about upcoming events
- Address policy violations either through a conversation with the tenant or a discussion with the Area Coordinator
- Actively welcome new tenants within a timely manner
- Complete administrative tasks as directed by supervisor
- Support department administrative initiatives (including but not limited to Occupancy Verification)
- Other duties as assigned

**Time Commitment and Eligibility:**

- The GCA position requires 10-15 working hours per week
- This is a 12 month position. Position dates are July 1 – June 30 with possibility for reappointment
- Remain a leaseholder in good financial and conduct standing
- GCAs must be full-time matriculated Graduate students in a University of Rochester program in good academic standing (3.0 GPA)
- Training takes place during the month of July and the month of January each year. These are mandatory trainings
- Applicant must be a current resident in a GFH area (Goler House, Whipple Park or University Park) for at least 4 months prior to application

**Compensation:**

- Monetary compensation includes a rent reduction equal to $539 per month. *This amount is subject to change based on current rent rates.*
- Transferable skill and professional development opportunities also available to GCAs through trainings and personal area of interest

**Application Details:**

- Full consideration for the GCA position, application must be received by **February 4th, 2022**
- The application can be found at [https://forms.gle/wvHpPsCXe6Kgvx4M7](https://forms.gle/wvHpPsCXe6Kgvx4M7)
- A resume/CV and cover letter will be required to be uploaded as part of the application
  - The cover letter should indicate what interests you about the position and working with graduate/family housing.
- Any questions can be directed to the Graduate and Family Housing Graduate Assistant at gradhousing@rochester.edu.