

## **Office for Residential Life & Housing Services**

### **Leadership Programs Graduate Assistant**

The Office for Residential Life and Housing Services, along with the Rochester Center for Community Leadership (RCCL), sponsors a Graduate Assistantship with a focus in residential and student leadership.

#### **Essential Duties, Tasks and Responsibilities**

Development of Leadership initiatives and programs

- Works closely with student leaders in Hall Council and Special Interest Housing to develop leadership skills
- Supports Residence Housing Association in the planning and execution of all Leadership Orientations and Winter Trainings
- Assist in the coordination of the annual Student Life Award ceremony
- Participate in Leadership Programs development and strategic planning
- Member of Leadership Committee
- Participate in weekly supervisory meetings and periodic departmental meetings
- Attend, support, and occasionally facilitate all leadership programs and meetings
- Other administrative tasks as assigned

The Graduate Assistant will report to the Coordinator for Leadership Programs.

#### **Time Commitment**

20 hours per week including some evening and weekend events. Other on-campus paid work may not exceed an additional 8 hours per week. If in any month you believe you are averaging more than 28 hours of paid work, it is imperative that you notify Residential Life. Term of position is 12 months, beginning 6/1 with possible reappointment. Start date may be flexible depending on the needs of the department and the Graduate Assistant.

#### **Remuneration**

A two-bedroom furnished apartment, including all utilities. In addition, a \$4000 stipend.

#### **Eligibility**

Must be a full-time, matriculated graduate student at the University of Rochester. Strong leadership experience, in addition to strong organizational, creative, communication and facilitation skills. An understanding of leadership practices and theory helpful.