The Graduate Assistant for Wilson Commons Student Activities are part-time, para-professional staff members for Wilson Commons Student Activities in the Office of the Dean of Students. The primary charge of this position aims to support student life and student organizations via programming and event planning. This includes working closely with WCSA professional staff and student organizations to develop co-curricular programs that prepares students to be responsible advocates and citizens. All of which align themselves with the mission of The College. This position is ideal for an individual who was an involved student leader while an undergraduate and who has sound judgement and decision making.

The primary areas of responsibility for the Graduate Assistant vary based on interest and assignment.

1. **Program Advisement, Development, and Event Management:**
   - Event site manager for on and off campus programs, including some evenings, weekends and holidays
   - Be available to work over the summer to plan, coordinate, publicize, attend meetings, and manage start of year programs
   - Present on leadership and student development topics at Fall and Mid-Year Leadership Training and for requested Medallion workshops
   - Manage the logistics of Leadership Trainings
   - Oversee Leadership Recognition Initiatives RSVP system, awards
   - Develop and evaluate Dandelion Day, Community Weekends, Fall and Winter Activities Fair
   - Lead in the overall coordination, oversight, publicity, and evaluation of Wilson Commons Community Building Programs such as Club Rochester, Welcome Back, ROC tix, and Holiday Shopping Fair
   - Assist in the management of Heritage Month programming
   - Coordinate Dance Summit and dance and performance group space needs

2. **Administrative:**
   - Report directly to WCSA GA Coordinator
   - Attend monthly Office of the Dean of Students staff meetings
   - Attend weekly programming committee meetings
   - Responsible for year-end annual report for WCSA
   - Develop and present presentations on behalf of WCSA
   - Complete research projects for WCSA as assigned
   - Data analysis and reports of Event Tallies throughout the academic year
   - Other duties of special interest as assigned

**Time Commitment**
20 hours per week including evening and weekend events. Term of position is 10 month to a year, beginning July, with possible reappointment. Start date may be flexible depending on the needs of WCSA and the GA.

**Qualifications**
Minimum requirements for the position include, but are not limited to:
- Required Bachelor’s Degree
- Required 2-3 years training or work experience in a Student Affairs profession
• Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester, studying higher education administration, human development, education, or counseling.
• One year experience event management.
• One year experience creating reports and program evaluation
• Proficiency in Excel and social media platforms.
• Ability and flexibility to work independently and in conjunction with the University community in a fast-paced work environment.
• Interest in a two-year appointment preferred but not required.
• Valid U.S. driver’s license strongly preferred.

Remuneration
$12.35 / hour