Position Description:
The Operations Graduate Assistant is a part-time, para-professional staff member 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 management of student organization offices and storage and management of building programming for the Campus Center. This includes working closely with WCSA professional staff and student organizations to manage programs and services for our student organizations. This position is ideal for an individual who was an involved student leader while an undergraduate.

Responsibilities:
- **Operations:**
  - Manage student organization office/storage key sign-in/out
  - Conduct regular student organization storage assessments
  - Assist with the planning and implementation of building programming for the Campus Center
  - Assist with Student Employment Team training and recognition events
  - Assist with logistics and advertising for the winter bike storage program
- **Program Advisement, Development, and Event Management:**
  - Assist with event management during Orientation, Dandelion Day, Senior Week and Community Weekends, Fall and Winter Activities Fair
  - Be available to work over the summer to plan, coordinate, publicize, attend meetings, and manage start of year programs
  - Lead in the overall coordination, oversight, publicity, and evaluation of Wilson Commons Community Building Programs such as Club Rochester, Welcome Back, Holiday Shopping Fair, and the Great Late Study Date
  - Lead in the planning and management of pop-up programming in the Campus Center

Time Commitment:
15-20 hours per week including some evening and weekend events. This position will span the summer and academic year, beginning in May, 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:
- Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
- Must have US driver’s license and clean motor vehicle record.
- Be able to drive an 8 passenger minivan.
- Attention to detail; thoroughness.
- Ability to work independently with minimum supervision.
- Excellent organizational, communication, technical and problem solving skills.
- Proficiency with Microsoft Office applications.
- Strong student organization, campus programming or event planning, and leadership experience preferred.
- Ability and flexibility to work independently and in conjunction with the University community in a fast-paced work environment.

Remuneration:

$12.35 / hour