

**Graduate Assistant**  
**Graduate & Family Housing**  
Office for Residential Life and Housing Services

The Graduate Assistant in Graduate and Family Housing Services (G&FHGA) directly reports to the Area Coordinator (AC) and contributes to the efforts and programs which G&FH puts on for its residents. The GA will work with fellow graduate staff to host programs and organize events. 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 15 scheduled office hours per week (office hours to take place during regular business hours).
- Keep informational materials and GFH webpage up to date and accurate in collaboration with the AC and Associate Director
- 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
- Maintain the Graduate and Family Housing Listserv
- Attend and lead GCA staff meetings and trainings as directed by supervisor
- Other administrative duties as assigned

**Programming and Education:**

- Coordinate at least three large-scale programs throughout the year (Fall, Winter, Spring) and work with the AC to promote and coordinate the summer large-scale program
- Promote, coordinate and assess the Whipple Park Community Garden project
- Implement and assess resident education initiatives (pre-move in and ongoing) such as, but not limited to: fire safety, personal safety, cooking, finances, Grad Housing policies, etc...
- Promote, coordinate, and assess the monthly Grad Housing Children's Hour (story, craft, activity)

**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, hours are flexible with supervisor approval
- Position dates June 1 -May 31 with possibility for reappointment
- Full-time matriculated Graduate student in a University of Rochester program in good academic standing (must maintain a 3.0 GPA minimum)
- Remain a leaseholder in good financial and conduct standing
- 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 G&FH area (Goler House, Whipple Park or University Park) for at least 4 months prior to application

**Preferred Qualifications:**

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

**Compensation:**

\$16.50/hr

Any questions can be directed to the Area Coordinator for Graduate, Family, and Housing at [michelle.kinney@rochester.edu](mailto:michelle.kinney@rochester.edu)