

Leadership Programs Graduate Assistant

Job Description 2024-2025

Leadership Programs Graduate Assistant

The Office for Residential Life & Housing Services sponsors a Graduate Assistantship with a focus in residential and student leadership and reports to the Coordinator for Leadership Programs.

Essential Duties, Tasks, and Responsibilities

Development of Leadership initiatives and programs

- Assists in advising Residence Hall Association (RHA), Area Leadership Councils, First-Year Fellows (FYF), D'Lions and Special Interest Housing (SIH) organizations with focus on program development
- Attends meetings and works closely with student leaders in Reslife student organizations to develop leadership skills and track organizations' performance
- Helps residential life student organizations maintain accurate records and comply with department guidelines
- Supports organizations in the planning and execution of all Leadership Programs Orientations, Trainings, Workshops, and large-scale initiatives
- Participates in Leadership Programs development and strategic planning
- Member of the Leadership Programs Committee that meets bi-weekly
- Participates in weekly supervisory meetings and periodic departmental meetings
- Attends, supports, and facilitates Leadership Programs trainings, meetings and events. Attend general Reslife trainings as needed.
- Conduct research and assessment to measure success of Leadership Programs efforts
- Other administrative tasks as assigned

Time Commitment

Twenty hours per week including regularly scheduled office hours and some evening and weekend commitments. Term of position is 12 months with possible reappointment. Start date may be flexible depending on the needs of the department and the Graduate Assistant.

Remuneration

Compensation is \$15 per hour paid biweekly, and a partial meal plan during the Fall & Spring semesters. Professional development opportunities, such as attending NEACURH conference, may also be available.

Eligibility

Must be a full-time, matriculated graduate student at the University of Rochester and not have a second assistantship. Strong leadership experience, in addition to strong organizational, creative, communication and facilitation skills. An understanding of leadership practices and theory preferred.