

Leadership Programs Graduate Assistant (First-Year Fellows & FYRE Focus)

Job Description 2025-2026

Updated: 4/1/25

Overview

The Office for Residential Life & Housing Services sponsors a Graduate Assistantship focused on First-Year Fellows (FYF) and the First-Year Residential Experience (FYRE). The position reports to the Coordinator for Leadership Programs.

Essential Duties, Tasks, and Responsibilities

Development of First-Year Leadership Initiatives

- Work closely with first-year student leaders to enhance leadership development, engagement, and community building.
- Support the First-year Residential Experience (FYRE) programming and mentorship efforts that connect first-year students to academic and campus resources.
- Assist in advising First-Year Fellows (FYF) and supporting initiatives within the First-Year Residential Experience (FYRE).
- Plan and facilitate First-Year Fellows Orientations, Trainings, Workshops, and large-scale initiatives.
- Maintain accurate records and compliance with departmental guidelines for FYF and FYRE initiatives.
- Serve as a member of the First-Year Residential Experience (FYRE) Committee, which meets bi-weekly.
- Participate in weekly supervisory meetings and periodic departmental meetings.
- Conduct research and assessment to measure the success of FYF and FYRE leadership programs.
- Perform other administrative tasks as assigned.

Time Commitment

15 hours per week, including regularly scheduled office hours and some evening and weekend commitments.

Term: 12 months with possible reappointment.

Start date: Flexible, based on department needs and the Graduate Assistant's availability.

Remuneration

- \$15 per hour, paid biweekly.
- Partial meal plan during the Fall & Spring semesters.
- Professional development opportunities.

Eligibility Requirements

- Must be a full-time, matriculated graduate student at the University of Rochester.
- Cannot hold a second assistantship.
- Strong leadership experience is required.
- Must have strong organizational, creative, communication, and facilitation skills.
- Understanding leadership practices and theory preferred.

By serving as the First-Year Fellows & FYRE Graduate Assistant, the student will:

- Develop advising and mentorship skills by working with student leaders in first-year housing.
- Gain experience in leadership training and facilitation through workshops and program development.
- Enhance organizational and program management skills by coordinating logistics for leadership initiatives.
- Strengthen assessment and evaluation skills by measuring program effectiveness.
- Improve communication and collaboration abilities through interactions with students, staff, and campus partners.

For more information or to apply, please contact leadershipprograms@rochester.edu.