

**Graduate Assistant
Off-Campus Housing**

Office for Residential Life and Housing Services

The Graduate Assistant for Off-Campus Housing directly reports to the Assistant Director (AD), supporting and contributing to the efforts and programs for off-campus students. The GA will work with Neighborhood Ambassadors 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 off-campus housing.

Core Job Responsibilities Include:

Administrative Tasks

- Regularly keep 10 scheduled office hours per week (office hours to take place during regular business hours)
- Keep informational materials on Off-Campus webpage up to date and accurate in collaboration with the AD
- Create and distribute a community newsletter and publications
- Assist with maintaining a database of off-campus addresses for UR students and landlords
- Assist with the Off-Campus Housing Fair
- Assist with projects and initiatives with campus partners who plan and implement programs and activities in the neighborhoods
- Attend Neighborhood Ambassador staff meetings and trainings as directed by supervisor
- Attend landlord council and Off-Campus Housing Committee meetings and other related community affairs type meetings as directed
- Other administrative tasks as assigned

Programming and Education

- Familiarize self with neighborhoods to know and understand the work of the Neighborhood Ambassadors
- Coordinate at least two large-scale programs throughout the year (Fall, Spring)
- Promote and assist Neighborhood Ambassadors with programming initiatives
- Implement and assess resident education initiatives such as, but not limited to: fire safety, personal safety, cooking, finances, etc.
- Generate and maintain a log of programming and programming resources related to the off-campus housing experience

Self-Directed Initiatives

- Ability to use personal area of interest in order to create programs, initiatives, projects, research, etc. in the area of Off-Campus 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

- 15-18 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)

Preferred Qualifications:

- Organizational, communication, leadership, and problem solving skills
- Previous experience in Residential Life, Event Planning or Community Engagement strongly preferred
- In addition, international students must possess a visa classification that allows them to hold a job on campus
- Currently residing in one of the following neighborhoods preferred: 19th Ward, South Wedge, PLEX, College Town, Upper Mt Hope/Strong
- International students must possess a USA classification that allows them to hold a job on campus

Compensation:

\$15.00/hour

Application Details:

Apply through Job Link.

Any questions can be directed to the Assistant Director for Graduate, Family, and Off-Campus Housing at Rebecca.orton@rochester.edu.