

## 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.

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

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)

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

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

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

\$15.00/hr

Apply through Job Link.

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