

## **Graduate Assistant for Student Success Programming (1 full-time position) 2021-2022**

The Graduate Assistant for Student Success Programming will be a member of the Student Success team, which is charged with advocating for students, leading programming and engagement for students, parents and families. The Graduate Assistant, under the direction and support of the Interim Assistant Director of Student Activities, will serve as the graduate advisor for the College's programming Board. In addition, they will assist with the coordination and implementation of major programming initiatives of the Division of Student Success including Weekend Programming Series events, special event weekends and Student Union programs. Specific responsibilities include:

- Serve as the graduate advisor for the College's Programming Board, conduct weekly 1:1 meetings with Programming Board's executive board;
- Coordinate professional development opportunities for the Programming Board and Student Activities Campus Events Staff, including but not limited to conferences, retreats and workshops;
- Assist with supervising late night and weekend programs;
- Assist Student Activities with reoccurring programs;
- Assist in the collaborative coordination of events for family and special recruitment weekends;
- Maintain regular office hours;
- Attend staff meetings;
- Attend weekly supervision meetings;
- Fulfill other assigned duties which could include Welcome Week, Homecoming, Welcome Back Week, and RIC Week programming, among others

Graduate Assistant is expected to work a total of 300 hours over the course of the semester. This time period will begin two weeks prior to the start of the semester and conclude at the end of the semester. This averages out to approximately 20 hours per week. Participation in professional activities is encouraged. Must be available to participate in staff orientation and training during the two weeks prior to the opening of fall semester. Some evenings and weekends required, including: major programming weeks, admissions activities, Commencement, and occasional recurring programs.

Application Procedures: Graduate students interested in applying should submit letter of application and resume to Michael Giacalone, Interim Assistant Director of Student Activities at [mgiacalone@ric.edu](mailto:mgiacalone@ric.edu). Please include the position in the subject line.