

Graduate Assistant for Community Outreach (1 position)

The Graduate Assistant for Community Outreach will assist in the planning, coordination, and implementation of community involvement, service, and engagement provided by Division of Student Success. The Graduate Assistant for Community Outreach will be a member of the Student Success team, which is charged with advocating for students, leading community service-focused programming and engagement for students, parents and families. This position is designed to provide support for the community engagement program within the Division of Student Success and will report to the Vice President. Specific responsibilities include:

- Assist in the planning and implementation of campus wide community service projects and events for the year.
- Plan and implement annual community based organizations fair;
- Develop resources (social media/website and printed) for students interested in campus wide community service initiatives.
- Facilitate community engagement planning/strategy meetings with Community Service-focused organizations;
- Assist in the tracking and assessment of community engagement programs and services;
- Maintain 20 hours per week office hours;
- Organize and attend bi-weekly campus involvement center meetings and coordinate regular meetings with external partners as needed.
- Develop community building experiences that increase branding and familiarity with community engagement opportunities;
- Some evening and weekend work required;

Must be able to participate in staff orientation during the week prior to the beginning of Fall Semester. Must be able to participate in Fall opening weekend activities and other major events sponsored by the Division of Student Success throughout the year. Attend monthly professional staff. Fulfill other duties as assigned.

Graduate Assistants are 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. 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: Opening Weekend, Halloween, Interview Weekend, and Commencement.

Application Procedures: Graduate students interested in applying should submit letter of application and resume to Melissa Braga, Executive Assistant, at mbraga@ric.edu. Please include the position in the subject line.