



RHODE ISLAND COLLEGE

GRADUATE ASSISTANTSHIP FOR STUDENT LEADERSHIP AND COMMUNITY SERVICE

(1 FULL-TIME OR 2 PART-TIME)

Department: Student Union
Reports to: Director of the Student Union

PRIMARY PURPOSE:

The Graduate Assistant for Student Leadership and Community Service, under the direction of the Director of the Student Union, will provide support for the student leadership and community service programs provided by the Student Union, which falls within the Department of Student Life and Division of Student Success. The Graduate Assistant will assist in the planning, coordination, and implementation of student leadership and community service activities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Assist in the planning and implementation student leadership events for the year, such as the Emerging Leaders Program, Leadership Weekend and Student Leadership Awards
- Assist in the planning and implementation of campus wide community service projects and events for the year, such as the Community Service Fair and Martin Luther King Day of Service
- Assist in the tracking and assessment of leadership and community service programs
- Develop resources (social media/website and printed) for students interested in leadership and community service
- Develop leadership and community service experiences that increase branding and familiarity with student engagement opportunities
- Attend weekly 1:1 update meeting with supervisor
- Attend monthly professional staff meetings
- Develop, maintain and report assessment data pertaining to student development outcomes and satisfaction
- Fulfill other duties as assigned

Qualifications:

The graduate assistant must be admitted to a graduate degree program at Rhode Island. Experience with student involvement and leadership programs is preferred. Candidates must be well organized, have the ability to relate well with students and must communicate effectively, orally, and in writing. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is helpful.

Benefits to Graduate Assistant:

- Gain and apply knowledge in areas related to leadership, student development and community service, including leadership development theories and associated activities.
- Gain and apply knowledge in program planning, event promotion, program development and assessment.
- Gain experience with workshop and retreat coordination.
- Develop and practice professional skills, including oral and written.
- Serve as an assistant to program revision and development efforts.
- Gain experience developing community agency partnerships and community of student leaders
- Develop research, data analysis and presentation skills.
- Professional mentorship.
- Network with professionals in higher education and local community service agencies.
- Develop a significant understanding of student affairs in higher education and complex organizational behavior.

Preferred Availability:

- Start in August prior to semester start
- Maintain 20 hours per week office hours
- Some evening and weekend work required
- General availability:
 - Emerging Leaders Program (Fall: Friday afternoons 2-4pm)
 - Emerging Leaders Weekend Retreat (Overnight Weekend in Mid September)
 - Community Service Fair (September)
 - Student Leadership Weekend Training (Spring: Friday afternoons 2-4pm)
 - Student Leadership Weekend (Overnight Weekend Late-March)
 - Spring Break Projects (Mid-March during RIC Spring Break)
 - Student Leadership Awards (April)

Application Procedures:

Please review all Graduate Assistant related information, and submit application, found at: <http://www.ric.edu/graduatestudies/Pages/Graduate-Assistant-Opportunities.aspx>.

In addition, send cover letter and resume to Kristen Salemi, Director of the Student Union, at ksalemi@ric.edu.

Deadline: March 15th.