Student Activities Graduate Assistantship (RIC Programming Board)
Reports to Director of Student Activities
20 hours
Contact: prahmanian@ric.edu

This position works directly with student leaders of the RIC Programming Board. The RIC programming board is responsible for delivering programming that is reflective of student interest, responsive to student need, and working to build community and culture at RIC. The Programming Board is a student organization and is funded by Student Community Government. The students that sit on the Board receive stipends, and are committed to weekly office hours and meetings. This position would serve as mentorship, logistical support, and a thought partner to the Board.

Responsibilities include:
- Preparing contracts
- Designing calendar for promotion
- Facilitating programming meetings to stay on task and be productive
- Mentoring students and building their programming skill sets
- Develop infrastructure for Board, and clear partnership with Student Activities
- Support students to find a purpose/mission of the work
- Develop systems for students to give feedback/input on programs
- Manage social media accounts
- Coordinate with Student Community Government
- Lead development trainings for student leaders
- Attend programs

Student Activities Graduate Assistantship (Student Activities Assistant)
Reports to Director of Student Activities
20 hours
Contact: prahmanian@ric.edu

This position works closely with the Student Activities Program Coordinator on the support and coordination of student organizations and their advisors. RIC has over 40 student organizations, and this position will work to make sure these organizations are successful in fulfilling their missions.

Responsibilities Include:
- Maintain database of student organizations, membership, and advisors
- Create and maintain database of interested advisors that can be paired with student organizations
- Create rubric for matching advisors to student organizations
- Maintain database of student organization status
- Support student organizations with logistics of programming
- Support student org orientations and advisor orientations
- Provide trainings for student orgs
- Deliver periodic surveys to student org to enhance customer service