



RHODE ISLAND COLLEGE

## **2023-2024 GRADUATE ASSISTANTSHIP FOR STUDENT ACTIVITIES – ORGANIZATIONS**

### **(1) FULL-TIME – 20 HOURS/WEEK**

Department: Student Union  
Reports to: Assistant Director, Student Activities

#### **PRIMARY PURPOSE:**

The Full-Time (20 hrs/week) **Graduate Assistant for Student Activities - Organizations**, under the overall direction of the Director of the Student Union, will provide support for the student activities program provided by the Student Union, which falls within the Department of Student Life and Division of Student Success. The Graduate Assistant will assist the Assistant Director, Student Activities in the planning, coordination, and implementation of events, programs and activities pertaining to student organizations and various student activities

#### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- The Full-Time (20 hrs/week) **Graduate Assistant for Student Activities – Organizations** will assist the Assistant Director, Student Activities in the planning, coordination, and implementation of events, programs and activities pertaining to student organizations and various student activities.
- Contribute to development and maintenance of internal planning systems
- Create advertising campaign and distribution plan of event-related communications to effectively disseminate program offerings to student body
- Lead development trainings for student leaders
- Mentor students and build their programming skill sets
- Staff events and assist with set up, breakdown and inventory of program related supplies
- Assist in the tracking of participation
- Research new student leadership program concepts
- Develop and maintain resources (social media/website and printed) for students interested in student leadership development 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 workshop facilitation, event planning, student involvement, leadership programs, social media, advertising, RI College campus involvement and assessment 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 Microsoft Office 365 and social media is preferred.

**Benefits to Graduate Assistant:**

- Gain and apply knowledge in areas related to leadership, student development, 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.
- Gain experience assisting with program revision and development efforts.
- Gain experience developing partnerships and expanding networks
- 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 educational administration, student affairs in higher education and complex organizational behavior.

**Preferred Availability:**

- Start in August prior to semester start
- Maintain 10 hours per week office hours
- Some evening and weekend work required

**Application Procedures:**

Please review all Graduate Assistant related information, and submit application, found at: <https://www.ric.edu/departments-directory/office-graduate-studies/graduate-assistant-opportunities>

In addition, send cover letter and resume to Kristen Salemi, Director of the Student Union, at [ksalemi@ric.edu](mailto:ksalemi@ric.edu).