



Graduate Assistant for Campus Life

Department: Campus Life

Supervisor: Nick Barbati - Assistant Vice President of Student Affairs

Supervisor Contact: barbati@rider.edu, 609.896.7727

I. Position Summary

The Office of Campus Life complements the academic experience and strives to enrich the community experience at Rider University through our programs and services. The Graduate Assistant for the Office of Campus Life reports to the Assistant Vice President of Student Affairs. Responsibilities include assisting with the oversight of late night and weekend programming, assistance with club/organization operations, and development of school spirit initiatives.

II. Responsibilities

- a. Oversee the development of a late night/weekend events calendar along with providing staff oversight during the implementation of those activities.
- b. Manage OCL email account and send correspondences as needed. Assist with management of Campus Life website, Bronc Nation page, and Google drive.
- c. Assist with the supervision and implementation of student event approvals.
- d. Assist with the purchasing of items for student organizations and clubs.
- e. Attend and participate in divisional and departmental meetings.
- f. Assist any staff member and/or student in an emergency situation.
- g. Assist with the programmatic initiatives during snow/bad weather or emergencies.

III. Qualifications

- a. Currently enrolled in a graduate program (presently or for the Fall Semester)
- b. Bachelor's Degree and a cumulative GPA of 3.0 or higher
- c. Proficiency in Microsoft Office and Google Suite components

- d. Proven commitment to providing leadership in enhancing an atmosphere of diversity and inclusion.
- e. Flexibility with work schedule is necessary as weekends and evenings are required.

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Desired Characteristics

- A sincere desire to work with and empower students; enthusiasm, creativity, and professionalism. Experience in campus programming;

Compensation

- 12 credits per year - 6 per semester
- Hourly wage of \$15.37/hour at 20 hours/week