

Graduate Assistant for Campus Life

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 Associate Dean of Campus Life with additional support to the Assistant Director for Student Involvement and Fraternity and Sorority Life. Responsibilities include assisting with the design and implementation of an engagement campaign for The Office of Campus Life and its programs/initiatives using print, electronic, and social media. Responsibilities also include supporting Fraternity & Sorority Life and general management, planning, and implementation of student engagement programs, including specific efforts to enhance the fraternity and sorority experience.

Responsibilities

- Oversee the development of marketing materials and campaigns for The Office of Campus Life and its programs/initiatives including *This Weekend at Rider* email newsletters and communications, annual Community Connection poster development, and social media posts.
- Manage Greek email account and send correspondences as needed. Assist with management of Fraternity & Sorority Life website and social media page, Broncnation page, and Google drive.
- Assist with the supervision and implementation of weekend activities and late-night programming initiatives.
- Assist with the planning and execution of Greek programming including Greek Week, recruitment, and leadership retreat/trainings.
- Assist with advisement of Rider University Greek Council and sub-councils.
- Manage Axis TV ads across the campus including the approval and scheduling of ads.
- Coordinate student organization representation at Rider University Admissions programs including Open Houses and Admitted Students Days.
- Attend and participate in divisional and departmental meetings.
- Assist any staff member and/or student in an emergency situation.
- Assist with the programmatic initiatives during snow/bad weather or emergencies.

Contact:

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