

# Announcement:

## Graduate Community Assistant Opening!

Residential Life seeks full-time graduate students living in University Housing for an exciting opportunity:

Graduate Community Assistants (GCA's) help nurture healthy and inclusive residential communities that complement and extend classroom learning. GCAs work with residents to promote the integration of social, recreational, cultural and intellectual activities into the community. The GCA position requires a great deal of energy, self-direction, maturity, excellent organizational skills, good self-discipline and control, the power to observe keenly and accurately, a working knowledge of resources to assist in the performance of the job, and the ability and desire to establish good rapport with a variety of constituents.

Applicants should possess the following qualifications:

- Excellent written and oral communication skills
- Flexible evening hours (5pm-9pm)
- Organization and event planning experience
- Experience or willingness to confront negative community issues (i.e. noise, smoking)
- Willingness to work as part of a GCA team
- Compensation = a reduction in rent



Requirements to apply:

- Full time Graduate student and lease holder
- International students must understand their work restrictions
- Please submit as soon as possible (***due by Tuesday, January 31***)
- Current resume
- Cover letter detailing the following :
  - Perceptions of the graduate community you live in
  - Experiences with community event planning
- Two letters of reference (one must be affiliated with the University of Rochester)
- All material must be mailed electronically to Glen Dornsife at [gdornsif@ur.rochester.edu](mailto:gdornsif@ur.rochester.edu)

If you have any questions, please email or call 585.275.8764

## **Graduate Community Assistant Job Description**

Become familiar with graduate students and their families and become known in the community. Create a welcoming committee to meet and greet new tenants and familiarize them with the Rochester community, Graduate Housing and University resources upon their arrival. Be visible enough that residents know who you are and how to contact you.

Develop and implement educational, cultural, recreational and social programming for residents utilizing the skills and talents of the residents. The GCA is responsible for a small programming budget to cover or supplement the cost of some activities.

Develop and distribute information about the community through welcome-packet materials, providing materials for a monthly newsletter. Distribute lists of residents to each other (phone tree, email, etc.).

Help provide for the safety and security of residents by a community watch, fire safety provisions, and inspections.

Act as an appropriate resource and provider of minor mediation and referrals. Provide reports to professional staff members regarding disagreements among residents.

Learn University and Graduate Housing policies and support the regulations. Report witnessed infractions to the Rochester Management Incorporated rental office and Residential Life.

Serve as part of a small staff team. Meet regularly with your supervisor. Establish regular contact with the area rental office and Assignment Coordinator. As a team conduct needs-assessment and develop a comprehensive plan of actions. Be aware of efforts at other universities. Participate in in-service training on such topics as mediation/conflict resolution. Attend other special meetings as assigned. Check staff mailbox in rental office at least two times per week. Check voice-mail and email messages daily, and respond promptly, preferably within twenty-four hours. Submit written reports in a timely fashion. Serve on University Housing Committees.

Time commitment: **10-15 hours per week**