

**Graduate Community Assistant**  
**Graduate & Family Housing**  
Office for Residential Life and Housing Services

The Graduate Community Assistant (GCA) in Graduate and Family Housing Services (GFH) directly reports to the Assistant Director of Graduate, Family & Off-Campus Housing and is a live-in programming and community building staff member who supports residents living within the three GFH areas. A GCA is on a team of several within their living area and a larger team across all three living areas. They will have a hand in new resident welcome, ongoing programming throughout the year, supporting GFH and University policy and general community building efforts.

**Core Job Responsibilities Include:**

**Administrative Tasks:**

- Check email messages daily, and respond promptly, preferably within twenty-four hours.
- Attend all staff trainings, meetings, and all-staff events
- Clearly and with appropriate notice, communicate and advertise to residents about upcoming events
- Actively welcome new tenants within a timely manner
- Support departmental administrative initiatives (including but not limited to Occupancy Verification)
- Contribute to the Graduate & Family housing social media and Weekly Scoop (weekly newsletter).
- Maintain appropriate communication with your supervisor, fellow staff, residents, and the complex staff.
- Complete administrative tasks as directed by supervisor
- Be present in your community, including intentional interactions with residents.

**Programming and Education:**

- Develop and implement educational, social, cultural, community, and collaborative programming for the residents.
- Learn University and Graduate Housing policies and support the regulations. Address policy violations either through a conversation with the resident, the Complex Office, and/or a discussion with the Assistant Director
- Act as an appropriate resource to address resident's personal, social, and academic concerns.

**Time Commitment and Eligibility:**

- The GCA position requires 10-15 working hours per week
- This is a 12 month position. Position dates are June 1 -May 31 with possibility for reappointment
- Remain a leaseholder in good financial and conduct standing
- GCAs must be full-time matriculated Graduate students in a University of Rochester program in good academic standing (3.0 GPA)
- Training takes place during the month of July and the month of January each year. These are mandatory trainings
- Applicant must be a current resident in a G&FH area (Goler House, Whipple Park or University Park) for at least 4 months prior to application

**Preferred Qualifications:**

- Organization, communication, leadership, and problem solving skills
- Previous experience in Residential Life, Event Planning, or Community Engagement

**Compensation:**

Monetary compensation includes a rent reduction equal to approximately half of the total rental cost per month and professional development opportunities.

*\*The approximate reduction in monthly rent is expected to change each academic year.*

Any questions can be directed to the Graduate and Family Housing Area Coordinator, Michelle Kinney  
[michelle.kinney@rochester.edu](mailto:michelle.kinney@rochester.edu).