STUDENT LEADERSHIP RECRUITMENT
2021-22 POSITION DESCRIPTIONS

Monday, March 29 - Friday, April 9
Student Leader interviews

Monday, April 12
Applicants notified of final decision

APPLICATION DATES
Monday, March 15
Student Leader Application Opens

Friday, March 26
Student Leader Application Due

Monday, March 29 - Friday, April 9
Student Leader interviews

Monday, April 12
Applicants notified of final decision

OFFICE OF STUDENT AFFAIRS

OFFICE FOR RESIDENTIAL LIFE
AT EASTMAN

OFFICE FOR
STUDENT ACTIVITIES
AT EASTMAN
Orientation Leaders are responsible for collaborating with professional staff on programming, technical and administrative duties for the 2021-2022 orientation programs and Audition Days. They are tasked with engaging incoming students and families serving as mentors as well as assisting in planning and staffing semester programming. Responsibilities for Orientation Leaders begin the fall semester following Spring recruitment and conclude at the end of the academic year.

RESPONSIBILITIES

- Provide mentorship and guidance to incoming students as they transition into the university
- Communicate with new students throughout orientation weekend, fall semester and spring semester via email, 1:1 interactions, group activities and small/large-scale programming
- Assist with the development and implementation of incoming new student (First-Year, Transfer, and Graduate), International, Parent and Family Orientation Programs
- Collaborate with fellow Orientation Team members during and outside of Orientation Team meetings
- Respond to questions about Orientation from incoming new students, parents, and the campus community
- Assist in the training and supervision of Orientation Volunteers
- Coordinate meetings with other campus offices to ensure program preparedness
- Create and maintain professional relationships with student services offices on campus
- Brainstorm and execute staff team building exercises
- Prepare mailings to students, parents, and the campus community
- Manage organizational/technical functions related to Orientation needs
- Communicate/manage student groups participating in the orientation programs
- Facilitate discussions and orientation activities for small groups of incoming students through direct engagement during orientation
- Perform other job-related responsibilities as requested by professional staff
ORIENTATION LEADER QUALIFICATIONS

Required:
- Must be in good academic standing at Eastman with a minimum GPA of 3.25
- Must be in good disciplinary standing at Eastman with no social probationary status
- Must be registered as a full-time student for the upcoming academic year
- Must have prior campus involvement through clubs, organizations or other student leadership opportunities at Eastman
- Must be available throughout all of training and fall orientation
- Must be flexible with availability for Audition Days during spring semester
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

Preferred:
- Resides in the Student Living Center for the 2021-2022 academic year
- Holds Junior status at Eastman for the 2021-2022 academic year
- Demonstrates strong organizational and communication skills (written and verbal)
- Demonstrates adaptability when met with changes
- Demonstrates resiliency by recovering quickly from difficult situations
- Possesses the ability to relate well with diverse groups of people through making genuine connections with ALL students regardless of their identities
- Possesses confidence in their knowledge of Eastman and themselves
- Possesses the ability to work independently and within a team of student/professional staff

COMMITMENTS & COMPENSATION

COMPENSATION
- Fall Semester
  $750 stipend paid out during fall orientation
  $500 Housing Fee Remission

- Spring Semester
  $500 stipend paid out during audition days
  $500 Housing Fee Remission

SUMMER
- Thursday, August 12th - Tuesday August 24th
- Move-In, Training, Orientation

SPRING
- Friday, January 28th - February 25th
- Audition Days

STAFF CONTACT
- Willord Simmons
- wsimmons@esm.rochester.edu

OFFICE CONTACT
- 585.274.1106
- studentactivities@esm.rochester.edu

APPLICATIONS DUE MARCH 26!
The primary responsibility of the Resident Advisors is to their halls. The Resident Advisor (RA) is a leadership position that focuses on creating a respectful and inclusive community for all within the Student Living Center (SLC). They must/will be trained to have skills in establishing boundaries, de-escalating situations, mediating situations, conflict management, and appropriate confrontation. Flexibility, adaptability, and creative problem solving skills are critical for RA success along with a dedication to the university's MELIORA values. Resident Advisors should be approachable, accessible, and caring to those around them. They are expected to be considerate and responsible figures in the lives of Eastman students. They are emergency responders during crisis situations involving residents and/or the SLC facilities.

**RESPONSIBILITIES**

**Community Development Responsibilities**

- Be an active member in their halls' and the SLC and Eastman community though their programming responsibilities, informal bonding opportunities, and formal communication

- Be available to their residents, proactively building relationships and providing support and treating residents ethically

- Be in their halls as often as possible. This includes sleeping in their room every night in case of emergency. Prior approval must be granted for any nights spent away from the SLC. There must always be 5 RAs in the SLC, including over Thanksgiving and Spring Breaks

- Serve as liaison between community stakeholders by listening to those around them

- Inform students of their rights and obligations as residents, and for enforcing the University’s policies, rules, and regulations

- Effectively distribute information to residents using multiple communication mediums

- Be committed to understanding and upholding the University of Rochester’s MELIORA values

**Student Support Responsibilities**

- Provide emotional support to their residents and refer them to the proper resources to get help as necessary

- Support students in distress and/or crisis as appropriate

- Participate in the Office for Residential Life on-call rotation. This involves regular duty nights from 8pm-8am when you must stay in the SLC at all times and attend to the RA On-Call cell phone, responding to all issues that occur, and conducting rounds throughout the building

- Respect privacy on all issues as outlined in the Resident Advisor Confidentiality Policy and FERPA guidelines

- Advise students about academic, personal, and residential concerns

**Training and Administrative Responsibilities**

- Complete all administrative responsibilities accurately and in a timely manner. This includes relevant paperwork; checking your Residential Life mailbox, campus voicemail, and campus email daily; and posting signs within 24 hours

- RAs are supervised by the Area Coordinator for Residential Life. This is a mentorship relationship in additional to a management one

- RAs are expected to be involved with RA Training, Room Inspections, Move-In, Staff Meetings, etc.
RA QUALIFICATIONS

Required:
- Must be in good academic standing at Eastman with a minimum GPA of 3.25
- Must be in good disciplinary standing at Eastman with no social probationary status
- Must be registered as a full-time student for the upcoming academic year
- Must reside in the Student Living Center for the entire 2021-2022 academic year
- Must have prior campus involvement through clubs, organizations or other student leadership opportunities at Eastman
- Must be available to meet the 20 hour weekly commitment. All other commitments must be approved
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

Preferred:
- Holds Junior or Senior status at Eastman for the 2021-2022 academic year
- Demonstrates strong organizational and communication skills (written and verbal)
- Demonstrates strong problem solving and conflict management skills
- Demonstrates strong decision making skills even when met with crisis
- Possesses the ability to build community among peers
- Possesses the ability to relate well with diverse groups of people through making genuine connections with ALL students regardless of their identities
- Possesses the ability to work independently and within a team of student/professional staff

APPLICATIONS & COMPENSATION

FALL SEMESTER
August (TBD)
RA Move -In (prior to training)
Fall RA Training & Resident Move In
December 13th
SLC Closes (9AM)
RA Dismissal (2PM)
December 14th
RA Move Out unless On Call for break

SPRING SEMESTER
January 7th
RA Return to SLC
January (TBD)
Spring RA Training
May 7th
SLC closes for residents
May 17th
RA Dismissal
RA Move Out (by 5PM)

COMPENSATION
All RAs will be given compensation in the form of 100% of their room charges. All remuneration is done through a partnership between Residential Life and Financial Aid and placed on the student bill.

STAFF CONTACT
Rachel Grzejka
rgrzejka@esm.rochester.edu

OFFICE CONTACT
585.274.1106
reslife@esm.rochester.edu

APPLY ONLINE AT
esm.rochester.edu/studentaffairs

Applications due March 26!
Activities Assistants are tasked with planning, executing and evaluating Eastman’s annual events calendared by the Office for Student Activities. Activities Assistants will also work with the Office of Student Affairs to support the daily administrative operations of the office and provide administrative staff support to the Asst. Dean of Student Affairs, Asst. Director for Student Activities & Engagement, and Area Coordinator. Responsibilities for the Campus Activities Board begin the fall semester following Spring recruitment and conclude at the end of the academic year.

**RESPONSIBILITIES**

**Event Development**
- Critically consider the needs and wants of the student body to guide event planning and development
- Collaborate with team members to plan and assist in leading large and small-scale social programs throughout the academic year (i.e. Freeze Fest, Winter Ball, Spring Fling, etc.)
- Assist in programming and engagement initiatives to enhance student experience
- Attend weekly meetings with the Campus Activities Board to review logistics for upcoming events
- Develop and execute a social media/marketing plan to advertise events on campus
- Communicate with vendors and campus partners to schedule events or services as necessary
- Work with student organizations who partner with the Office for Student Activities for events

**Program Execution Assistance**
- Serve as a representative of the Office for Student Activities at Eastman, assisting with the implementation and supervision of activities, programs and events
- Provide day-of support for events as assigned by the Assistant Director for Student Activities (i.e. set-up, check-in, tear down, policy management, etc.)

**Administrative and Operational Support**
- Respond to event inquiries within the Campus Groups website
- Perform general office tasks like filing, copying, scanning, data entry, etc.
- Maintain, clean, and organize workspaces/storage closets
- Other duties as specified by professional Student Affairs staff
ACTIVITIES ASSISTANTS

QUALIFICATIONS

Required:
- Must be in good academic standing at Eastman with a minimum GPA of 3.25
- Must be in good disciplinary standing at Eastman with no social probationary status
- Must be registered as a full-time student for the upcoming academic year
- Must be available to work at least 5-10 hours weekly
- Must demonstrate creativity and be resourceful
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

Preferred:
- Resides in the Student Living Center for the 2021-2022 academic year
- Holds Sophomore or Junior status at Eastman for the 2021-2022 academic year
- Demonstrates campus involvement through clubs, organizations or other student leadership opportunities at Eastman
- Demonstrates strong organizational and communication skills (written and verbal)
- Demonstrates adaptability when met with changes
- Possesses prior event planning experience on or off campus
- Possesses the ability to work independently and within a team of student/professional staff
- Possesses a proficiency with Instagram, Facebook, and YouTube
- Possesses a proficiency with Microsoft Office, Canva and Apple iOS

COMPANENTS & COMPENSATION

COMPENSATION
$12.50/hour

COMMITMENTS
5-10 hours weekly

STAFF CONTACT
Willord Simmons
wsimmons@esm.rochester.edu

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585.274.1106
studentactivities@esm.rochester.edu

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Applications due March 26!
OFFICE ASSISTANT

Office Assistants working at the Office of Student Affairs provide a vital link between the Eastman community and the department, supporting a variety of our service areas. These include our residential service desk, mailroom services, building management, and special programs like practice room monitoring. They may also assist with general office clerical duties. Office Assistants are trained in and assigned work tasks based on their interest and ability, in accordance with departmental needs. They work together as part of a cohesive team to advance the department’s mission. This position rewards those with strong communication skills, attentiveness to detail, and good initiative.

RESPONSIBILITIES

SLC Front Desk
Most every Office Assistant helps to staff our residential service desk - it is the core function of this position. At the Front Desk you will help to monitor building access, manage equipment loans, and process incoming mail. You will also serve as a primary point of contact and referral for requests of support or information.

Mailroom Services
Office Assistants help to route and distribute all mail and packages arriving at the SLC, ensuring that they are made available to their intended recipient in a timely manner.

Building Management
Office Assistants help with the execution of important site management functions, ensuring that department managed spaces are appropriately arranged and fit for purpose. They report on facilities concerns and contribute to their timely resolution.

Special Programs
Office Assistants provide vital support to newly developed or temporary programs established by the department in response to current community needs. For example, they may help to monitor practice spaces to ensure that they are being used in accordance with health requirements.

Additional Responsibilities
Office Assistants must proactively communicate with their colleagues to ensure consistent, quality service. They positively represent the department and offer friendly, approachable support. They are knowledgeable of department and campus resources and policies. They are flexible and may be assigned other tasks as the need arises.
**OFFICE ASSISTANT QUALIFICATIONS**

**Required:**
- Must be registered as a full-time student for the 2021-2022 academic term (undergraduate or graduate)
- Must be available to work at least 4 hours weekly, but no more than 20 hours
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

**Preferred:**
- Resides in the Student Living Center for the 2021-2022 academic year (depending upon assignments and responsibilities)
- Demonstrates strong organizational and communication skills (written and verbal)
- Has a record of timeliness and reliability
- Demonstrates good and consistent follow-through

**COMMITMENTS & COMPENSATION**

**COMPENSATION**
$12.50/hour

**COMMITMENTS**
At least 4 hours weekly

**APPLY ONLINE AT**
esm.rochester.edu/studentaffairs

Applications due March 26!

**STAFF CONTACT**
Anthony Spall
aspall@esm.rochester.edu

**OFFICE CONTACT**
585.274.1106
studentaffairs@esm.rochester.edu