Assistantship Job Description: Dean of Students Office

Description/Responsibilities:

In order to support an environment of inclusive excellence and care for our community at Framingham State University, the Rams Resource Center (RRC) provides non-perishable food items, toiletries, and resource referral for FSU students, faculty and staff. The graduate assistant will play a key role in the operation of the Rams Resource Center. The responsibilities of the graduate assistant will include assisting with the operation of RRC during open hours (Monday 11:30am-1:30pm and Wednesday 1:30pm-5:00pm), compiling survey data from RRC guests, assisting with donation drives and volunteer recruitment/training as needed, promoting the RRC on campus, gathering statistics for the annual RRC, and other duties as assigned. Assisting with the operation of the RRC during open hours will entail supervising volunteer staff serving members of the FSU community who visit the RRC, and helping with product inventory and organization. There will be an opportunity for the student to focus marketing the RRC to the FSU community, coordinating donation/fundraising events, partnering with government and non-profit organizations, and/or creating programming for the FSU community at the RRC. The graduate assistant will report to the Coordinator Student Support Initiative in the Dean of Students office.

The RRC is located on campus in West Hall room 106