

## Graduate Assistantship – Spring 2010

**Applicants must apply directly to the department, submitting an application and all application materials to the supervisor at the address listed.**

The following assistantship provides tuition remission and an hourly wage.

**The deadline date for submitting applications for this position is Friday, December 4th. Remember, all applicants must be accepted degree students in a graduate program.**

Department/Position: **Commuter Services/Off Campus Living – Coordinator (1)**

Appointment Date: January 19, 2010 - May 7, 2010

Hrs. per week/Wage: 20 hrs./\$7.30 per hour (or current minimum wage)

Responsibilities: Maintain/update the Commuter Service website to include the Off Campus Housing list. Plan events/programs targeting the commuter population. Communicate on a regular basis with the Assistant Director of Apartments and Off Campus Living about the activities/programs being planned, the personnel, and issues of concern. Create mid-year and annual reports. Work with personnel to coordinate commuter programs for the Undergraduate (Manresa) and Nontraditional/Graduate Student Orientation at the beginning of the fall and spring semester. Advise the Commuter Council (XUNA). Function as the central network person to assure that commuter students have their needs met and their questions answered. Attend staff meetings and university and divisional gatherings as scheduled. Plan and implement surveys for the Commuter Services office. Other duties as assigned.

Qualifications: Xavier University graduate student. Excellent verbal and written communication skills. Excellent people skills and a willingness to supervise the student staff. Programming experience. A willingness to learn about commuter services and to participate in programs. Excellent computer skills/knowledge.

Tuition Remission: Spring 2010: \$3,500

Hiring Supervisor: **Angie Kneflin**

Address to send to: Xavier University  
Residence Life  
Attn: Angie Kneflin  
3800 Victory Pkwy.  
Cincinnati, OH 45207- 2811

