Applicants must apply directly to the department, submitting an application and all application materials to the supervisor at the mailing address or email address listed. If sending via email, include the application and all supporting documents within the same email.

The following assistantship provides the current minimum wage of $8.10 per hour and tuition remission.

The deadline date for submitting applications for the following position is Wednesday, November 25, 2015. Remember, all applicants must be accepted degree students in a graduate program.

Department/Position: Commuter Services/Residence Life

Appointment Date: January 11, 2016 – May 6, 2016

Hrs. per week/Wage: 20 hrs./$8.10 per hour (current minimum wage)

Responsibilities: 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 2016: $3,500

Hiring Supervisor: Cindy Lowman Stieby

Mailing Address: Xavier University
Residence Life
Attn: Cindy Lowman Stieby, Assistant Director
3800 Victory Pkwy.
Cincinnati, OH 45207-2124

Email Address: lowman@xavier.edu