

Notre Dame Office of Residential Life

Off-Campus Student Resources - Graduate Student Ambassador

Supervisor:

Tony Oleck, Assistant Director for Off-Campus & Transitions

aoleck@nd.edu | (574) 631-5878

202 Duncan Student Center | Notre Dame, IN 46556

Description of Setting:

The University is committed to serving all students, including those who live off-campus. In addition to managing the off-campus housing website, the Office of Residential Life staff is available to students who have questions about living off-campus or encounter issues while doing so. This includes undergraduate students deciding whether to move off-campus, graduate students searching for housing, and both undergraduate and graduate students seeking support as they navigate situations that might arise while living off-campus.

Job Description:

The Graduate Student Ambassador (GSA) works with the Assistant Director for Off-Campus & Transitions to provide important educational resources and support to undergraduate and graduate students living off-campus. In the fall semester, this consists largely of developing resources and facilitating discussions on what to consider before signing a lease. In the spring, the GSA will present off-campus resources at prospective student weekends for graduate students, coordinate graduate school apartment searches, and assist with planning spring “what to know before you go” sessions. The GSA should have experience living off-campus and should be comfortable speaking in public and working with a diverse undergraduate and graduate student population.

Time Commitment:

The GSA is expected to offer approximately **3-5 hours/week** to this position, depending on the flow of the year and additional responsibilities or special projects that may arise in relation to off-campus student support. The GSA will also be expected to attend a weekly supervision meeting with the AD for Off-Campus & Transitions. The position may require some office time, though there will be sufficient flexibility in the responsibilities of the position to accommodate student class schedules and other commitments.

Compensation

→ \$1,000/semester

Interested students may email a resume and brief statement of interest (no more than 1-2 paragraphs outlining your reasons for applying) to aoleck@nd.edu by Thursday, July 26.