



## **Graduate Assistantship in Robinette Center for Innovation**

**\*Two positions available**

### **Job Description:**

The Center for Innovation Operations Graduate Assistant will support the communication and logistics for programming of the Robinette Center for Innovation (RCFI). The Graduate Assistant will:

1. Keep the RCFI website (using platforms such as Cascade and Sharepoint) and social media platforms (e.g., LinkedIn, Twitter, Facebook, Instagram) up to date, including an event calendar
2. Draft, create and edit news stories content for internal and external audiences about achievements, upcoming events, and opportunities.
3. Help create and distribute the RCFI newsletter
4. Market RCFI events appropriately, including development of a strategy such as community and classroom outreach, flyers, etc.
5. Coordinate Event Logistics including purchase of supplies, arranging food, set up of the event, handling of expenses, tracking attendance
6. Maintain accurate records and process reports for all events, including post-event summary and analysis
7. Support logistics for RCFI Innovation Fellows and the RCFI including purchasing, expense, and independent contractor processing in XavierBuy
8. Manage the physical space of the RCFI, including coordinating with vendors to restock supplies, serving as point of contact for internal and external requests to use the space, and being onsite as needed for events.

### **Contract Period:**

June 1 to December 15, 2025 with potential renewal for spring semester

### **Hourly Wage and Tuition Remission:**

Hourly wage: \$10.70/hr

Tuition Remission Rate: 3-6 credits per semester, a total of 3-18 credits for the entire year depending on hiring period and responsibilities; all tuition rates are covered.

### **Days and Hours Required of Position:**

Days required: Typically, weekdays with hours as late as 9 pm for events. Some events will require weekend hours.

Hours per week: up to 5-15 hours per week

### **Qualifications:**

Must be able to work independently, demonstrate strong writing skills, demonstrate strong speaking skills, independently manage projects and logistics, have the ability to learn new platforms needed to perform job tasks.

Preferred qualifications include Established skills and experience with any of project coordination, social media for marketing, creation of marketing materials, photography and/or videography

*\*Only graduate students enrolled in a Xavier degree or licensure seeking graduate program are eligible to work in a Graduate Assistantship position.*

**Requested Application Materials:**

Submit a resume, GA application, and cover letter directly addressing how you meet the qualifications.

*\*The Graduate Assistantship application can be found on the [Graduate School webpage linked here.](#)*

*\* Upon hiring, [On-Campus Employment Forms](#) are required before employment begins.*

**Contact Information:**

Please send all application materials and questions regarding the GA position **by April 30<sup>th</sup>, 2025** to:

Professor Mike Halloran  
[Halloranm2@xavier.edu](mailto:Halloranm2@xavier.edu)