Position Title:
Graduate Assistant for Civic Engagement

Department:
Center for Leadership and Civic Engagement (CLCE)

Position Description:
The graduate assistant is a graduate student (pre-professional) position that works in the RIT Center for Leadership and Civic Engagement. Throughout the academic year, the GA will report to the Assistant Director for Civic Engagement and focus on supporting the development of Community Service programming. Additionally, the GA will work with managing student groups affiliated with the CLCE and will work closely with the undergraduate Leadership Scholars.

Qualifications:
• Bachelor’s degree required
• Preferred enrollment in a Higher Education, Student Affairs, Counseling or related graduate program of study at RIT or Buffalo/Rochester area college/university
• Campus involvement as an undergraduate student.
• Strong Community Service and volunteering experience.
• Demonstrates strong interpersonal skills and presents a professional image.
• American Sign Language skill or a willingness to learn.

Terms for Employment:
• Approximately 20 hours per week, per semester (Fall and Spring) with the potential for limited availability during the January inter-session.
• Must be available to start at least one week before Orientation week begins in the Fall semester for training and preparation.
• Renewable on an annual basis based on performance evaluation if eligible for rehire.

Compensation
• $13.50/hour

Duties and Responsibilities:
• Support the development and execution of campus-wide civic engagement programming including but not limited to Into the Roc, ROAR the Vote, Community Service Fair, and Alternative Spring Break.
• Work closely with staff and Leadership Scholars to create, track and evaluate office programs.
• Lead a team of 40+ Alternative Spring Break participants in their Crowdfunding efforts.
• Perform general office tasks including fielding questions, ordering supplies, assisting with event set-up, etc.
• Other duties as assigned.
Application Process:

Please submit a resume and cover letter to via email to Amanda Metzger, Assistant Director, Center for Leadership and Civic Engagement (amanda.metzger@rit.edu)

Priority deadline for the Graduate Assistant position is Friday, March 29, 2019 at 5pm. Applications will be reviewed until the position is filled.

In-person interviews are strongly preferred; however, telephone/videophone/SKYPE interviews may be scheduled for those candidates who cannot travel to RIT.

The Center for Leadership and Civic Engagement will be conducting interviews April 3 – April 5. Qualified candidates will be contacted directly about scheduling an interview.

If you have any questions about the Graduate Assistant for Leadership position, please contact:

Amanda Metzger
Assistant Director
Center for Leadership and Civic Engagement
amanda.metzger@rit.edu
585-475-6053