Position Title:
Graduate Assistant for Leadership

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 Leadership and focus on supporting the development and management of leadership programming including a leadership curriculum and conference. 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 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.
• 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
• $14.00/hour

Duties and Responsibilities:
• Support the development and execution of Momentum and the Emerging professionals institute as well as other campus-wide leadership and civic engagement programming.
• Support division-wide programs and events including the Leadership Awards and Scholarships and the Legacy Leaders.
• Work closely with CLCE Leadership Programming Team staff to create, track and evaluate office programs.
• Work closely with the CLCE Marketing Team to communicate programs and events, track student progress, and answer program related questions.
• Work closely with CLCE Marketing Team to develop and execute communications plan for department programs and events; draft and send weekly email to distribution lists; review and update web copy for
department web page as needed; and, assist with social media account updates and edits such as Facebook and Twitter.

- 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