

**STUDENT EMPLOYMENT JOB DESCRIPTION FORM**

**Job Title:** Alternative Service Break

**Department:** Center for Leadership & Civic Engagement (CLCE)

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**Position Summary:**

Alternative Service Break Scholars will organize and implement RIT's signature alternative break programs, providing action – oriented trips during university spring breaks.

**Essential Tasks:**

1. Participation in the selection committee for ASB locations;
2. Orienting students to the program generally and each trip specifically;
3. Learning about issues relevant to the communities in which they will serve;
4. Educating students about the issues impacting each trip;
5. Leading discussions before, during and after the trip;
6. Leadership and implementation on the ground during the trip;
7. Public speaking;
8. Outreach to students and student organizations;
9. Build out programming; and
10. Facilitate workshops
11. Complete 5 office hours per week; planning events, and meeting with students.

**Non-Essential Tasks:**

1. Collaborate with other CLCE Scholar members in the successful implementation of their events, programs, and initiatives.
2. Promote CLCE events to RIT students.
3. Meet weekly with CLCE graduate assistant.
4. Speaking events and trainings.

**Qualifications/Special Skills Required:**

1. Full time RIT student.
2. Good academic, financial, and judicial standing with the university.
3. Excellent skills in communication, organization, troubleshooting, active listening, teamwork, and ability to work independently.
4. Working knowledge of Microsoft Office and Social Media
5. A passion for the mission of leadership and civic engagement within the CLCE.

**Qualifications/Special Skills Preferred:**

1. Working knowledge of Adobe InDesign, Illustrator, and Photoshop.
2. An understanding of voter registration laws, policies, and procedures.