

STUDENT EMPLOYMENT JOB DESCRIPTION FORM

Job Title: Emerging Professionals Institute – Leadership Scholar
Department: Center for Leadership & Civic Engagement (CLCE)
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Position Summary:

The Emerging Professionals Institute Leadership Scholar will work with the Assistant Director and Graduate Assistant to support the growth and development of the *Emerging Professionals Institute (EPI)*. EPI is a series of programs that each focus on different competencies that students need to be successful in the workplace.

Position Tasks:

1. Build out programming that addresses the goals and learning outcomes of EPI programming;
2. Facilitate activities, team builders, and leadership trainings during EPI workshops
3. Serve as an RIT student mentor to EPI students;
4. Be friendly, enthusiastic and willing to have discussions with students about their leadership development and RIT experience;
5. Attend weekly Leadership Programming meetings;
6. Engage actively in other programming facilitated by the CLCE. Including retreats, Leadership Now, Community Service Fair, and Voter registration events;
7. Collaborate with other CLCE Scholar members in the successful implementation of their events, programs, and initiatives; and,
8. Complete 7 office hours per week; planning events, meeting with students, and marketing programming.

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; and,
4. A passion for the mission of leadership and civic engagement within the CLCE.

Qualifications/Special Skills Preferred:

1. Previous participation in EPI events; and
2. Familiarity with or willingness to learn ASL and Deaf culture.