

STUDENT EMPLOYMENT JOB DESCRIPTION FORM

Job Title: Into the ROC – Leadership Scholar

Department: Center for Leadership & Civic Engagement (CLCE)

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Position Summary:

The Into the ROC Leadership Scholar will help plan and implement service events and cultural outings each semester. This student will help educate and introduce participants to some of Rochester's most notable service agencies and local attractions. Into the ROC gives students the opportunity to explore the unique challenges and cultural treasures in the greater-Rochester community. Participants spend an evening during the week or a few hours on the weekend either doing community service with a local non-profit or enjoying a local play, comedy show, museum, or other cultural experience in the city.

Position Tasks:

1. Participate in the planning, implementation, and success of Into the ROC programming;
2. Learn about the missions of local nonprofits in order to accurately educate participants on the impact of their trip;
3. Attend weekly Into the ROC meetings;
4. Facilitate public speaking events and Into the ROC trainings;
5. Engage actively in other programming facilitated by the CLCE. Including retreats, Leadership Now, Community Service Fair, and voter registration events;
6. Collaborate with other CLCE Scholar members in the successful implementation of their events, programs, and initiatives; and,
7. Complete 5 office hours per week; in addition to 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. Working knowledge of Adobe InDesign, Illustrator, and Photoshop,
2. An understanding of Rochester service organizations and local needs; and,
3. A knowledge of cultural activities in the Rochester area.