

STUDENT EMPLOYMENT JOB DESCRIPTION FORM

Job Title: Voter Engagement Leadership Scholar
Department: Center for Leadership & Civic Engagement (CLCE)
Department Contact: Phyllis Walker
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Position Summary:

Voter Engagement Leadership Scholar will plan and implement ROAR the Vote programming including voter registration, non-partisan voter education, and voter turn-out efforts. ROAR the Vote supports students' involvement in electoral politics by helping to ensure that students understand the voting process – including voter registration and absentee ballots – as well as the importance of voting in local, state, and national elections.

Essential Tasks:

1. Co-Facilitating volunteer trainings and recruitment.
2. Learning about issues impacting voter registration.
3. Outreach to students and student organizations.
4. Manage Transportation to polls and organize debate viewing parties.
5. Educating students about voting issues.
6. Build out programming; and Facilitate workshops.
7. Engage actively in student leadership programing facilitated by the CLCE. Including retreats, Leadership Now, and voter registration events.
8. Complete 5 office hours per week; planning events, and meeting with students, and marketing programs.

Non-Essential Tasks:

1. Collaborate with other CLCE Scholar members in the successful implementation of their events, programs, and initiatives.
2. Meet weekly with CLCE assistant director.
3. 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. 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.