This graduate student employment opportunity is offered through the Rochester Center for Community Leadership (RCCL), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the RCCL is to educate students to become engaged citizens and leaders capable of creating positive social change in their communities. The position will focus on expanding the College’s community-engaged learning initiatives, along with building the internal capacity for RCCL to achieve goals in communications, strategic planning, and resource development. The intern will report to the assistant director, and will work closely with other members of the RCCL team, and of the entire office of the Dean of Students.

**Essential Duties, Tasks and Responsibilities:**

**Community-Engaged Learning**
- Support administrative priorities associated with community-engaged experiential learning, including faculty mini-grant funding.
- Conduct research on existing models and gather materials related to community engagement and scholarship at peer institutions.
- Assist in the execution of events related to community-engaged learning, such as faculty retreats and community conferences.

**Communications & Outreach**
- Develop and implement ongoing publicity and marketing strategies, including use of social networking media (e.g., Facebook & Twitter) and electronic newsletters, to increase awareness of engaged learning and community leadership.
- Develop communication materials to help RCCL broaden its reach across diverse constituencies including current students, prospective students, alumni, parents, community members, and faculty.
- Develop and maintain informational resources about community leadership opportunities on the University’s web server.

**Planning & Assessment**
- Support RCCL leadership staff on conducting assessment and strategic planning initiatives, including analysis and dissemination of results from the Multi-Institutional Study of Leadership.
- Assist with the development of an integrated data management system for the Center, to track student involvement/participation, faculty engagement, community partners, and programs.
- Assist with the development and management of co-curriculums in the College’s CollegiateLink system to track students’ learning outcomes for selected co-curricular programs.
Time Commitment
- 20 hours per week including some evening and weekend events.
- Term of position is July 1, 2015-June 30, 2016 with possible reappointment

Requirements
- Must be a full-time, matriculated graduate student at the University of Rochester.
- Strong undergraduate background in community engagement, leadership and service.
- Excellent oral and written communication skills.
- Facility with use of digital media, social networking tools, and data management.

Compensation
The graduate assistant will be paid at an hourly rate of $12.00.

Application Procedure
Submit a cover letter, a detailed resume listing qualifications and experience, a writing sample, and the names, addresses, and telephone numbers of at least two professional references who may be contacted. Your writing sample should be limited to two pages and may be an excerpt from an academic paper, an article you wrote or some other publication. Materials should be emailed or mailed to Lauren Caruso, Assistant Director of the Rochester Center for Community Leadership, 107 Lattimore Hall, lauren.caruso@rochester.edu