

University of Rochester
Office of the Dean of Students
Rochester Center for Community Leadership

This graduate student employment opportunity is offered through the Rochester Center for Community Leadership (RCCL), a unit of the office of the Dean of Students in the undergraduate College at the University of Rochester. With latitude for independent judgement and decision making, this position will focus on facilitating student engagement programs and building the internal capacity for the Center to achieve goals in communications, strategic planning, and resource development. The graduate assistant will report to the associate director, and will work closely with other members of the RCCL team.

Essential Duties, Tasks, and Responsibilities:

Monroe County Election Fellows Program

- Primary responsibility for the oversight of students serving as Election Fellows, a group students from several local colleges tasked with recruiting and managing a new generation of election inspectors
- Communicate weekly email updates to Monroe County Election Fellows
- Plan and implement monthly meetings of the Election Fellows, which will enable stronger recruitment strategies and program outcomes, foster team building and reflection, and allow for information sharing across colleges.
- Develop training resources for Election Fellows around principles of civic engagement, leadership development, elections administration, and the role of election inspectors.
- Coordinate and manage data collection for student applications to the election fellows program using cloud-based data management software system. Develop and implement program assessment tools.
- Assist with communications with Monroe County Board of Elections staff, as needed. Liaise with student coordinators at the Board of Elections.

Department Communications

- Envision, write, and implement website updates, blog posts, social media campaigns, and e-newsletter articles
- Supervise all aspects of The Bridge Newsletter, the Center's monthly email publication. Responsibilities include: generating content and layout, seeking out article contributions, upkeep of distribution list, and analysis of delivery/read statistics
- Liaise with RCCL communications team to provide feedback on website content and structure
- Maintain online event submissions through the online platform Podio

Evaluation & Assessment

- Provide technical support for aspects of the Center's strategic plan related to evaluation and assessment of student programs
- Assist with evaluation design and implementation
- Conduct research on existing models of engagement, compile materials related to community engagement and scholarship at peer institutions, and properly report back on findings on an ongoing basis

Time commitment

- 15-20 hours per week, including some weekend and evening events

Requirements

- Must be a full-time, matriculated graduate student studying in a field related to education, human development, policy, evaluation, or another related field.
- At least two semesters of undergraduate experience in community engagement, leadership development, or political engagement.
- Broad knowledge the U.S. voting system with the ability to learn details of voting law
- Ability to work equitably and civilly with individuals of diverse political backgrounds