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 position will be focused on expanding the College’s community-engaged learning initiatives, along with building the internal capacity for the Center 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.

**Essential Duties, Tasks and Responsibilities:**

**Community-Engaged Learning**
- Provide logistical and programmatic support for community-engaged learning initiatives at AS&E, such as transportation, event support, research, data management, and assessment.
- Coordinate Washington Semester internship program through targeted outreach, recruitment, and advising.

**Communications & Outreach**
- Support RCCL communication strategy by coordinating website updates, copy editing, social media outreach, and regular e-mail marketing
- Perform regular inventory of RCCL website content to report to communications team

**Operations Support**
- Assist with management of department projects as needed, such as student life award nominations, applications, etc.
- Assist with the implementation of an integrated data management system for the Center to track student involvement, faculty engagement, community partners and programs

**Time Commitment**
- 15-20 hours per week during academic year, including some evening and weekend events.
  - During summer break (May-August), schedule will range from 10-15 hours/week.
- Term of position is July 1, 2017-June 30, 2018 with potential for 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.

**Remuneration**
The graduate assistant will be paid at an hourly rate of $12.25.