



**BUFFALO STATE**  
The State University of New York

**SUNY Buffalo State College  
Civic and Community Engagement Office  
Position Description**

**Civic Engagement Assistant**

**Brief Job Description:** The Civic Engagement Assistant in the Civic and Community Engagement Office (CCE) will support implementation of Buffalo State's significant voter engagement work and support Buffalo State's extensive co-curricular student volunteerism efforts. This 20 hour per week position for a Buffalo State graduate student will report to the CCE Director and be provided with opportunities to learn and develop skills critical in today's higher education environment.

**Essential Responsibilities:**

- Facilitate student volunteerism with equity, diversity, justice, and inclusion in mind
- Support planning and implementation of Buffalo State's Bengals Dare to Care Day
- Engage students in direct service efforts with community organizations
- Expand efforts to encourage student organization volunteerism
- Lead student-focused voter engagement efforts using Buffalo State's voter engagement plan
- Conduct class visits and other outreach to educate and engage students
- Utilize social media platforms, websites, and campus software to support engagement
- Assist with planning key civic engagement events including Constitution Day, National Voter Registration Day, and Voter Education Week

**Qualifications**

- Student must be enrolled in a Master's program at SUNY Buffalo State
- Civic and community engagement experience (e.g., service-learning, volunteering, activism)
- Leadership experience in a higher education environment
- Excellent interpersonal communication skills, including public speaking experience

**To Apply:** Please send resume, cover letter and contact information for three references to [cce@buffalostate.edu](mailto:cce@buffalostate.edu). Application deadline August 1, 2022.