Access & Wellness Services
Job Description: Graduate Intern for Access & Wellness Services
Part-Time (20 Hours/Week)

CCA Intern Program

The California of the Arts Student Affairs Graduate Internship program prepares students for a wide range of career opportunities in student affairs at the postsecondary level. This program provides students with an opportunity to develop first hand knowledge of the student affairs profession and gain hands on experience in many areas within the Division of Student Affairs at CCA. Furthermore, the CCA Graduate Internship program will afford students the opportunity to analyze the functions of various administrative departments, their relationships to one another and to the institution in order to understand contemporary societal issues and their impact from an institutional perspective. Working with experienced student affairs administrators the Interns will work to improve the quality of life on campus, foster a safe, healthy, and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The Interns also participate in College-wide projects and professional development opportunities and begin developing their professional network.

POSITION SUMMARY:

Under the supervision of the Director of Access and Wellness Services, this position assists in the furthering the mission and focus of Access and Wellness Services at CCA. The Graduate Intern for Access and Wellness Services provides quality services and learning opportunites that assist students in increasing their own physical and emotional self-awareness through active and passive events. Independent judgment is required to plan, prioritize and organize diversified workload and to recommend changes in office practices and procedures. The internship also offers the opportunity for mentorship in the area of disability services. This position will be residing in the First Year Community on the Oakland campus.

RESPONSIBILITIES INCLUDE:

- Help establish a campus culture that promotes and nurtures attitudes and behaviors encouraging students to make informed decisions about their health and wellness.
• Develop and deliver health and wellness promotion programming covering topics such as substance abuse risk reduction, consensual sexual contact, healthy relationship development, and other related topics as identified.
• Create and foster a collaborative and creative partnership with other offices within Student Affairs.
• Assist in the conception, marketing, and implementation of events hosted or co-hosted by Access and Wellness Services.
• Develop assessment methods, gather evidence, analyze and use results to improve programs.
• Potential opportunity to supervise work-study students whose duties include wellness programming.

Live-in Requirements

• The GIAWS will be required to live in their assigned residence hall for the duration of their contracted employment.
• Participate in the Residence Life weekday and weekend on-call rotation with full-time and intern staff during the academic year and semester breaks. Acts as contact person for residential student crises for all residence halls on a scheduled basis and will be required to respond to emergency and other situations during and after normal business hours.
• Provide a timely response to all requests from students, staff, supervisors, and other College personnel for information and materials as directed.

Administration

• Meets regularly with the Director of Access & Wellness Services for supervisory meetings.
• Meets regularly with work study students for training / planning meetings.

Additional Responsibilities
Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

• Enrollment in Masters program required; School of Education preferred
• Strong interest in peer wellness education.
• Experience in program (e.g., workshops, trainings, events, etc.) development and implementation strongly preferred
• Demonstrated passion and support for all students regardless of race, gender, ethnicity, sexual orientation, ability, nationality and/or language.
• Ability to balance collaborative and independent work.
• Ability to handle multiple projects simultaneously with accuracy and thoroughness.
• Excellent written, oral, and interpersonal communication skills.
• Knowledge of and sensitivity to the needs and issues of students in the arts/design/architecture fields.
• Proficiency in using Microsoft Office Suite, particularly Word and Excel and strong general computer skills.
• Proficiency in using graphic design software, such as Adobe Photoshop, InDesign and Illustrator is strongly preferred.

**Note:** This is a 10-month live-in position, which requires evening and weekend responsibilities. On-call for evenings, weekends and college break periods will be shared with other staff members.

**Time Commitment:**
• A full year commitment is required. 2nd year term extended based on satisfactory evaluation at the end of the 1st year. August 1st– May 31st (Summer Intern or Practicum opportunities may be available with the Division of Student Affairs)

**Compensation:**
• Single room in shared apartment provided on the Oakland Campus
• $300 meal card.
• Access to free college shuttle service to and from the CCA San Francisco Campus during weekdays while the college is in session.

**Work Schedule:**
• 20 hours/week with the exception of 30 hours a week during the weeks of RA Training and Orientation in the month of August and the first week staff returns in January.

**Supervisor:**
• Director of Access & Wellness Services

**Application Procedure:**
• Please visit [http://myusf.usfca.edu/student-life/graduate-internships](http://myusf.usfca.edu/student-life/graduate-internships) for details on how to apply.