Office of the Dean of Students
Job Description: Graduate Intern for Dean of Student’s Office
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 Dean of Students, this position assists in the furthering the mission and focus of the Dean of Students’ Office at CCA. The Graduate Intern will work closely with the Dean on a variety of special projects through the year. The Intern will provide support to the Dean through involvement and participation as a campus student conduct officer. The position calls for an individual who is a creative self-starter, a team player with strong organizational and administrative skills and a proven capacity to work with students. The selected intern will be an integral part of the Dean of Students’ Office. This position will be residing in the Panoramic Residences in San Francisco.

RESPONSIBILITIES INCLUDE:

- Projects will be assigned by the Dean of Students to assist in the ongoing efforts of the Office. Projects will expose the Intern to working with student conduct, hearing boards, title IX cases, student/faculty/staff trainings, students of concern, and behavioral intervention.
• Other projects or duties will be determined and identified throughout the fall semester through a combination of departmental needs and to match the Intern’s interests, skill areas, and professional development goals.
• Work with identified offices within the Division of Student Affairs on a variety of assorted projects to support the overall efforts of the Dean’s Office and the needs of the individual areas within the Division of Student Affairs.
• Enforcement and administration on campus policies.
• Act as Student Conduct Officer adjudicating violations of the Student Code of Conduct.

Live-in Requirements

• The Intern 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 Dean of Students for supervisory meetings.

Additional Responsibilities

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

• Enrollment in Masters program required; School of Education preferred
• Strong interest in student conduct and the functions of a Dean’s office
• 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 in SF based residence hall
- $300 meal card.
- Access to free college shuttle service to and from the CCA Oakland 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:
- Dean of Students

Application Procedure:
- Please visit http://myusf.usfca.edu/student-life/graduate-internships for details on how to apply.