EMRS Program Intern
Student Development
Division of Student Life

Under the supervision of the Assistant Dean of Students, the Emergency Medical Response Service (EMRS) Graduate Intern will assist in all aspects of the program at the University of San Francisco. The USF Emergency Medical Response Service program recruits undergraduate student Emergency Medical Technicians (EMTs) to provide medical coverage for USF’s San Francisco campus. In order to support the maintenance and growth of the program at USF, the EMRS Graduate Intern will support staff in recruiting and training student leaders, marketing the program to the USF community, administration and programming, and assessment.

Responsibilities:

- Assist Assistant Dean of Students in all administrative duties
- Co-supervise undergraduate student staff members of EMRS
- Collaborate with EMRS’ Faculty Advisor and EMT advisor and other professionals in the continued development of the program
- Conduct informational sessions to recruit possible EMT’s and field questions and manage communications with students interested in becoming part of EMRS
- Market EMRS to the wider USF community; raise awareness about the service to faculty, staff, and students and communicate how it can be used in emergency situations.
- Coordinate outreach and tabling events for EMRS
- Advertise and coordinate CPR classes run by student EMT’s including registration, payment, documentation and printing and distribution of certification cards
- Validate student timesheets with payroll
- Participate in performance evaluation meetings of student staff members
- Update communication and organizational systems including the Canvas Portal, website, EMRS social media and student files
- Co-facilitate monthly USF EMRS Meetings

Qualification: Enrollment in a Masters program required; School of Education preferred. Generalist experience in student affairs is preferred. Applicant must have a solid understanding of programming and student development. Social networking, database management, and website creation skills preferred. Proficiency with Microsoft Word, Excel, and Powerpoint required.

Position Term: August 8, 2016 - May 19, 2017

Compensation: A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00
per hour for up to 370 hours per semester. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

**Hiring Manager**: Lee Swain, Assistant Dean of Students

**Application Procedure**

Visit [http://myusf.usfca.edu/student-life/graduate-internships](http://myusf.usfca.edu/student-life/graduate-internships) for details on how to apply.