Graduate Intern for Graduate Student Organizations
Student Leadership and Engagement
Division of Student Life

Reporting to the Assistant Director for Campus Engagement, the SLE Graduate Intern will contribute to the short and long term goals of the department and its programs. Working in a variety of areas, the Intern will use his/her experience to help shape the delivery of programs and services in an effort to reach the departmental outcomes supporting students’ leadership development and promoting student engagement in co-curricular activities. Specifically, the Intern will coordinate graduate organization registration and orientation and advise graduate students through the Associated Graduate Students of the University of San Francisco (AGSUSF) funding application process.

Responsibilities

Providing general advisement for graduate student organizations including, but not limited to: event planning, AGSUSF funding, leadership development, and financial procedures

- Conduct outreach to registered graduate student organizations to strengthen organizational capacity including compliance with policies, recruitment and retention, utilization of OrgSync, event planning, leadership transition, and access to resources
- Coordinate marketing, review, awards, and processing for AGSUSF Development Funding, AGSUSF Events Funding, and AGSUSF Initiative Funding awards
- Assist graduate student organizations with the completion and submittal of financial forms, provide resources on fundraising, and manage the Fundraising Proposal process
- Manage and maintain AGSUSF Development Funding, AGSUSF Events Funding, and AGSUSF Initiative Funding accounts including tracking expenditures and income, budget reconciliation, writing reports, planning, and proposing a budget for the next year

Assist with Graduate Student Organization Registration and Orientation

- Advise students interested in starting a new graduate student organization
- Coordinate marketing, distribution, collection, review, follow-up, and approval for Graduate Student Organization Registration
- Develop and facilitate Graduate Student Organization Orientation sessions
- Maintain updated graduate student organization directory and files

SLE Departmental/Program Support

- Support for SLE departmental signature programs including New Student Orientation, Involvement Fairs, Student Leadership Conference, and Student Leadership Awards
- Participate in department/division activities including meetings, retreats, and staff development
- Other duties as assigned
Professional Competencies
Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:

Organizational and Human Resources (OHR)
- Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of the organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources.

Leadership (LEAD)
- Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

Advising and Support (A/S)
- Providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Through developing advising and supporting strategies that take into account self-knowledge and the needs of others, we play critical roles in advancing the holistic wellness of ourselves, our students, and our colleagues.

A complete list of competencies can be found at www.naspa.org or www.myacpa.org.

Qualifications
Enrollment in Masters program required; School of Education preferred. Generalist experience in student affairs is preferred in the areas of student organizations, leadership, and event planning. Applicant must have a solid understanding of programming and advising student organizations and strong administrative skills. Self-starter attitude and ability to complete tasks in a timely matter would be ideal traits in a successful candidate. Proficiency with Microsoft Word, Excel, and PowerPoint required.

Time Commitment and 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
Brittany Sanguma, Assistant Director for Campus Engagement, SLE

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