Reporting to the Assistant Director for Leadership Programs, 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 reach the departmental outcomes of providing programs and services that support students’ leadership development and promote student engagement in co-curricular activities.

Responsibilities

Assist with Development and Implementation of the Magis Emerging Leadership Program
- Lead recruitment efforts for the Magis Emerging Leadership Program and the Magis Mentors Program
- Assist with curriculum development and program delivery of the Magis Emerging Leadership Program including weekend retreats and pre-/post-retreat sessions
- Assist with creation and execution of on-going Magis workshops
- Assess learning outcomes for Magis Emerging Leadership program participants

Provide Support for Other Department Leadership Programs and Resources
- Assist with preparation and delivery of the Student Leadership Conference by coordinating all logistics, presenters, schedules, and finalization of marketing and programs
- Serve on Student Leadership Awards Committee and assist with program delivery
- Manage leadership portal on Orgsync, including the recruitment of contributors, marketing, design, and material
- Build leadership resource library including online resources for SLE

SLE Departmental/Program Support
- Serve as support for SLE departmental signature programs including Involvement Fair, New Student Orientation, and Move In Day.
- 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:
Leadership (LEAD)
Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, and 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.

Student Learning and Development (SLD)
Addressing the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

Social Justice and Inclusion (SJI)
A process and a goal to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. Seeking to meet the needs of all groups, equitably distributing resources, raising social consciousness, and repairing past and current harms on campus communities.

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.

Qualifications
Enrollment in Masters program required; School of Education preferred. Generalist experience in student affairs is preferred in the areas of leadership, new student and parent programs, and student government. Applicant must have a solid understanding of programming and strong administrative skills. Proficiency with Microsoft Word, Excel, and Powerpoint required with preferred experience in website management and social media.

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.

Supervisor: Bob Just
Assistant Director for Leadership Programs, SLE

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