Graduate Intern for Student Government
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 provide advising support to the undergraduate student government and coordinate student election efforts responsible for the election of about one hundred undergraduate and graduate student representatives.

Responsibilities
Assist with advising the ASUSF Senate
- Attend and provide advisory support at organization meetings and events
- Serve as advisor for Senate committees; such as: Internal Affairs Committee, Public Relations Committee, Mission Committee, and Sustainability Committee
- Establish comprehensive trainings and resources for the executive officers on expectations and best practices of supporting and mentoring their Senator pairs
- Provide advisory support to Senators and coordinate an appraisal process
- Assist with growth and facilitation of training, leadership development, and transition workshops and materials
- Build student government leadership resource library

Assist with the development and implementation of the student elections
- Assist with creation and execution of elections events serving the ASUSF Senate, the Residence Hall Association, Residence Hall Councils, and the Graduate Student Senate
- Assist in the development of a marketing plan for increased voter participation
- Coordinate outreach, communication, and training of elections volunteers
- Coordinate outreach, communication, and orientation of candidates
- Assess program outcomes for elections recruitment, events, candidate support, and voter outreach

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:

Leadership (LEAD)
- Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, an 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.

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 manner 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 myusf.usfca.edu/student-life/graduate-internships for details on how to apply.