Graduate Internship with the LEAD Center Student Organization
Advising and Leadership Development Team

University of California, Berkeley

THE LEAD CENTER
The Leadership, Engagement, Advising and Development (LEAD) Center, a department of the ASUC Student Union, is at the center of student life at UC Berkeley and is the campus department responsible for facilitating leadership development opportunities in addition to encouraging student involvement and engagement within the campus community. The LEAD Center promotes a student-centered learning environment by advising and empowering students to pursue their co-curricular initiatives, to cultivate their leadership skills, and to develop holistically.

The LEAD Center provides services and resources focused on furthering students' leadership abilities and personal and professional development; hence positively impacting the holistic learning and development of all UC Berkeley students. As student affairs practitioners and educators, the LEAD Center team works with diverse communities of students, staff, faculty, and campus community stakeholders to enhance the educational environment within the UC Berkeley community. Furthermore, the LEAD Center provides advising and leadership development opportunities to student groups, including 1,000 registered student organizations (RSOs), over 35 student publication groups, 65 recognized fraternities and sororities, student government, SUPERB; the campus programming board, the Student Environmental Resource Center (SERC) and an array of campus-wide student leadership development and training initiatives and programs. These student groups and communities also include the Recruitment and Retention Centers, Associated Students of the University of California (ASUC), Graduate Assembly (GA), various student cooperatives, bridges Multicultural Resource Center, Cal Debate, Committee on Student Fees, and The Green Initiative Fund (TGIF).

STUDENT ORGANIZATION & THE LEAD CENTER

The LEAD Center Student Organization Advising and Leadership Development team consists of an Associate Director and five coordinators who provide advising and leadership development opportunities to UC Berkeley's 1000+ diverse, student run groups. From the nationally competitive Mock Trial team to the only-at-Cal Squirrel Fishing Club, these organizations serve as outlets for self-expression, create leadership opportunities, and grow a sense of community on campus.

STUDENT ORGANIZATION ADVISING GRADUATE INTERNSHIP AT UC BERKELEY

The LEAD Center Student Organization Advising Graduate Internship(s) at UC Berkeley will provide a practical experience for graduate students enrolled in a student personnel, higher education, or student affairs program to expand their professional advising experience and connections while learning about student involvement culture at a large, public institution on the West Coast.
JOB DUTIES/RESPONSIBILITIES

- Assist with the development and implementation of semester leadership retreats for student organization leaders
- Assess the needs of graduate student leadership development and implement collaborative programming for graduate student organizations
- Manage, market, and enhance daily walk-in advising for student organization utilizing peer leadership consultants
- Assist in planning Annual Student Organization Recognition program
- Assist with aspects of re-registration process for student organizations
- Co-advising selected student organizations with Professional Staff advisor
- Present selected orientations/training to student organization leaders
- Assist with communication strategies to student organization communities

The Ideal Candidate:

- Bachelor's degree
- Leadership and/or student activity planning experience
- Experience as a student organization leader is preferable
- Strong written and oral communication and organizational skills
- Graduate coursework in Student Affairs Administration or related program
- Experience collaborating and planning with a team and students

Terms of employment:

- One year appointment with a minimum of 32 weeks; 20-25 hours per week
- August 17, 2016 – May 12, 2016

Compensation:

- $25.00 hourly rate

UC BERKELEY

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance – academic and artistic, political and cultural – make it a very special place for students, faculty and staff.

BERKELEY

Berkeley is a city with a small population and a big reputation. Known around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, Berkeley is a vibrant city in Northern California with cultural and culinary stars, rich architectural heritage, great outdoor options, and friendly residents. Berkeley is also a short BART (Bay Area Rapid Transit) ride to Oakland and San Francisco.